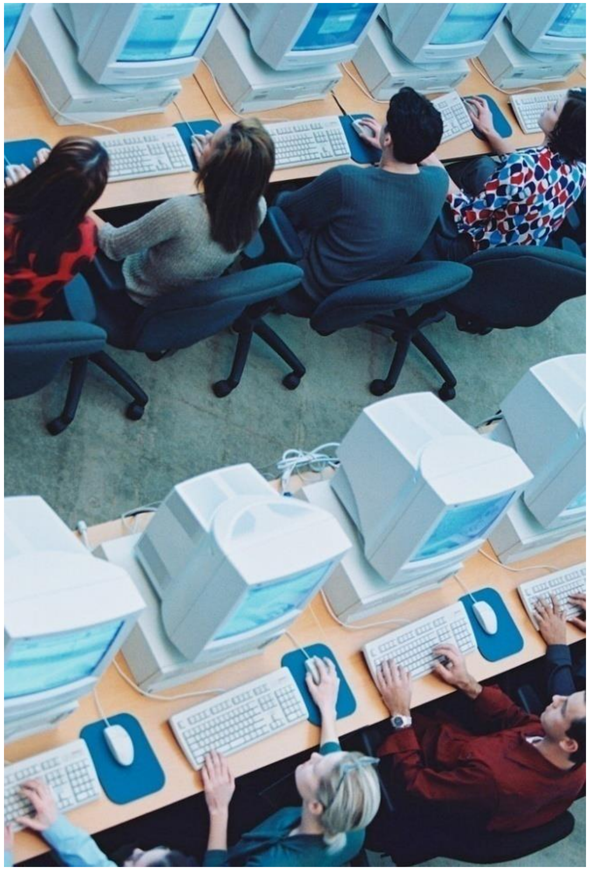
HRMS End User Training



HRMS Basics Training Guide

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Introduction

Course Objectives

At the end of this course you will be able to:

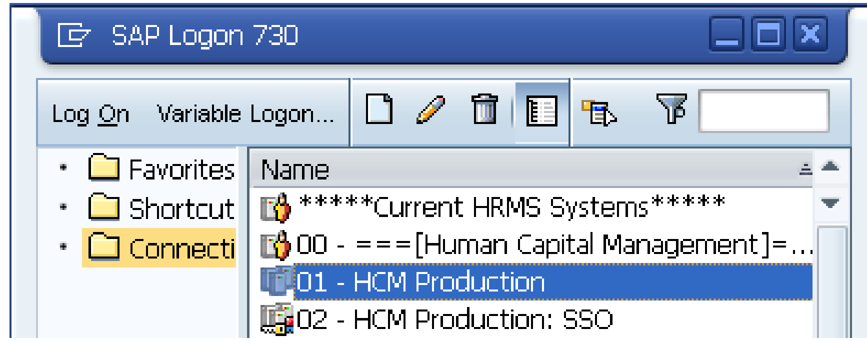
- Log on/log off HRMS
- Use different HRMS screen elements
- Describe the organization of functional areas in HRMS
- Understand the different types of HRMS fields
- Customize the appearance of HRMS
- Describe HRMS system messages

Launching HRMS

Logon Procedures

- Locate and double-click on the

  (SAP Logon icon) on your desktop



- Select one of the following based on your agency access:
  - 01-HCM Production (non-single sign-on agency)
  - 02 – HCM Production SSO (single sign-on agency)

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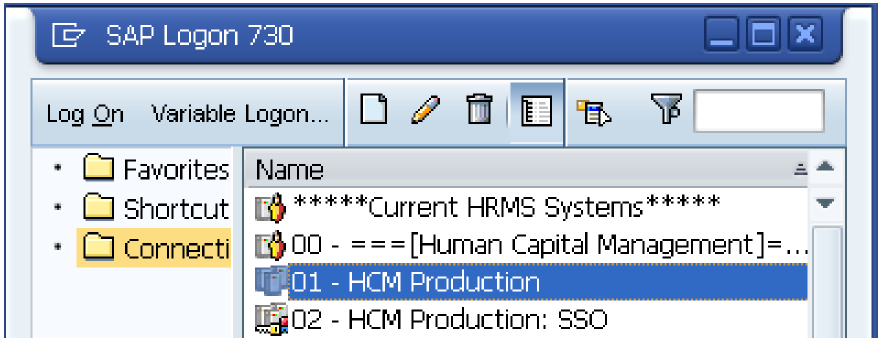
Logon Procedures for Non-Single - sign on Agencies

- Locate and double-click on the

  (SAP Logon icon) on your desktop

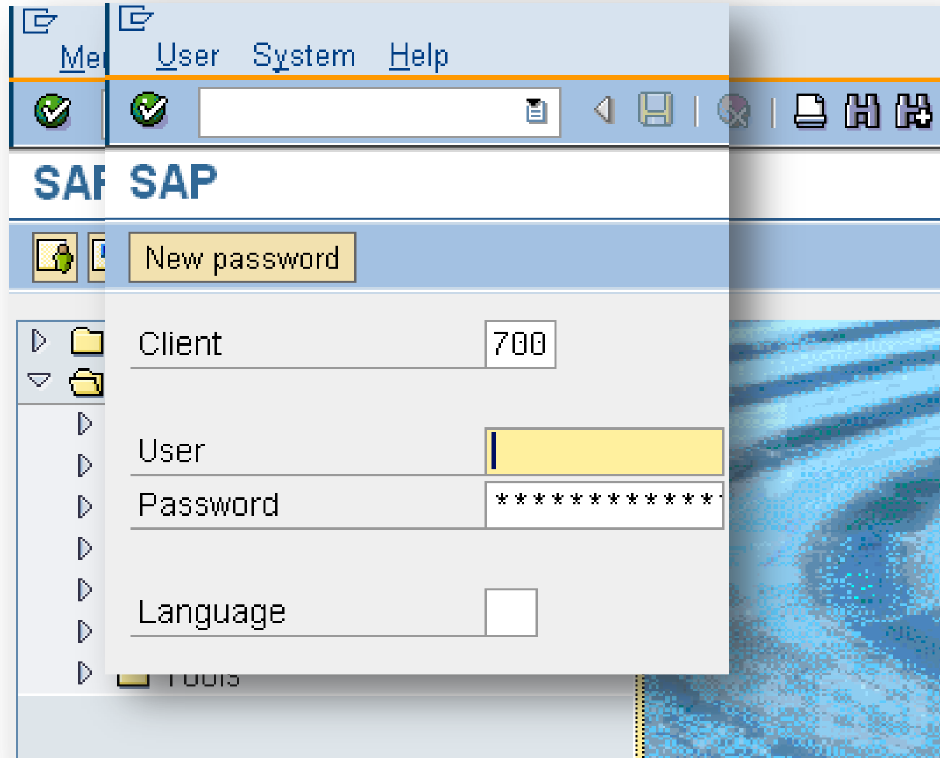
- Select the following to access the SAP Easy Access screen.
  - 01 – HCM Production



Logon Procedures for Non single single-sign on Agencies

There are ***Three*** are required fields for non single sign-on.

- Validate the ***Client*** Number (defaults)
- Enter your ***User*** (id)
- Enter your ***Password***
- Click (**Enter**) or press Enter on your keyboard.



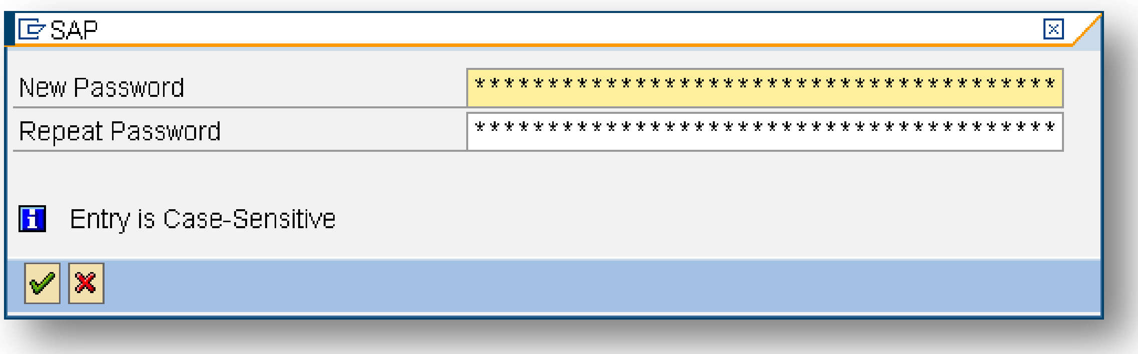
Changing Passwords

As part of the security process, when you first log on to in HRMS, the system prompts you to change your password.

A generic password is given to you the first time you access HRMS. When you log on for the first time, you need to change that password.

- In the New password field, enter a New password of your choice
- In the Repeat password field, re-enter your New password
- Click (Enter)

<u>Important Password Guidelines</u>:
Your password must be 8 characters. It must contain at least one alphabetic letter (A-Z), one numerical character (0-9), and one symbol (e.g. $%^&).



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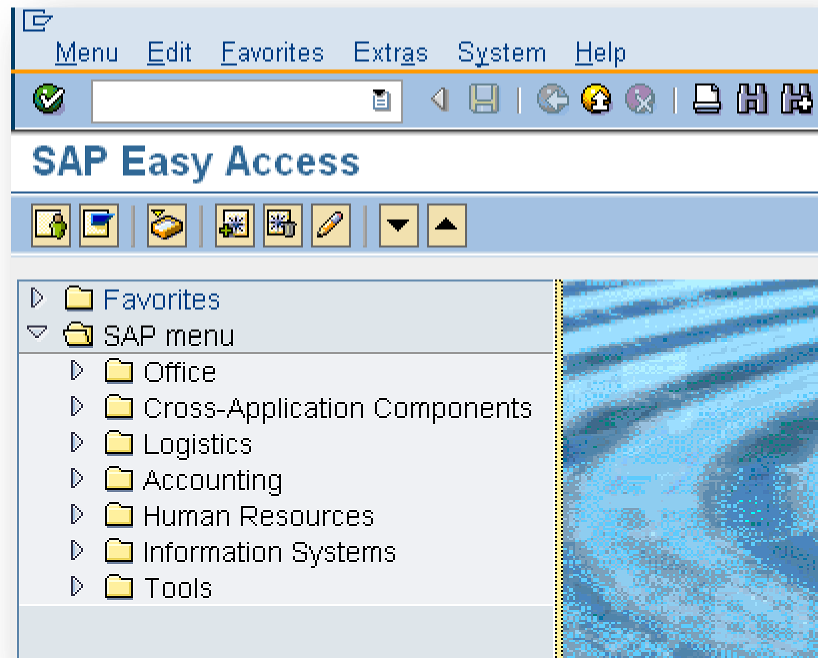
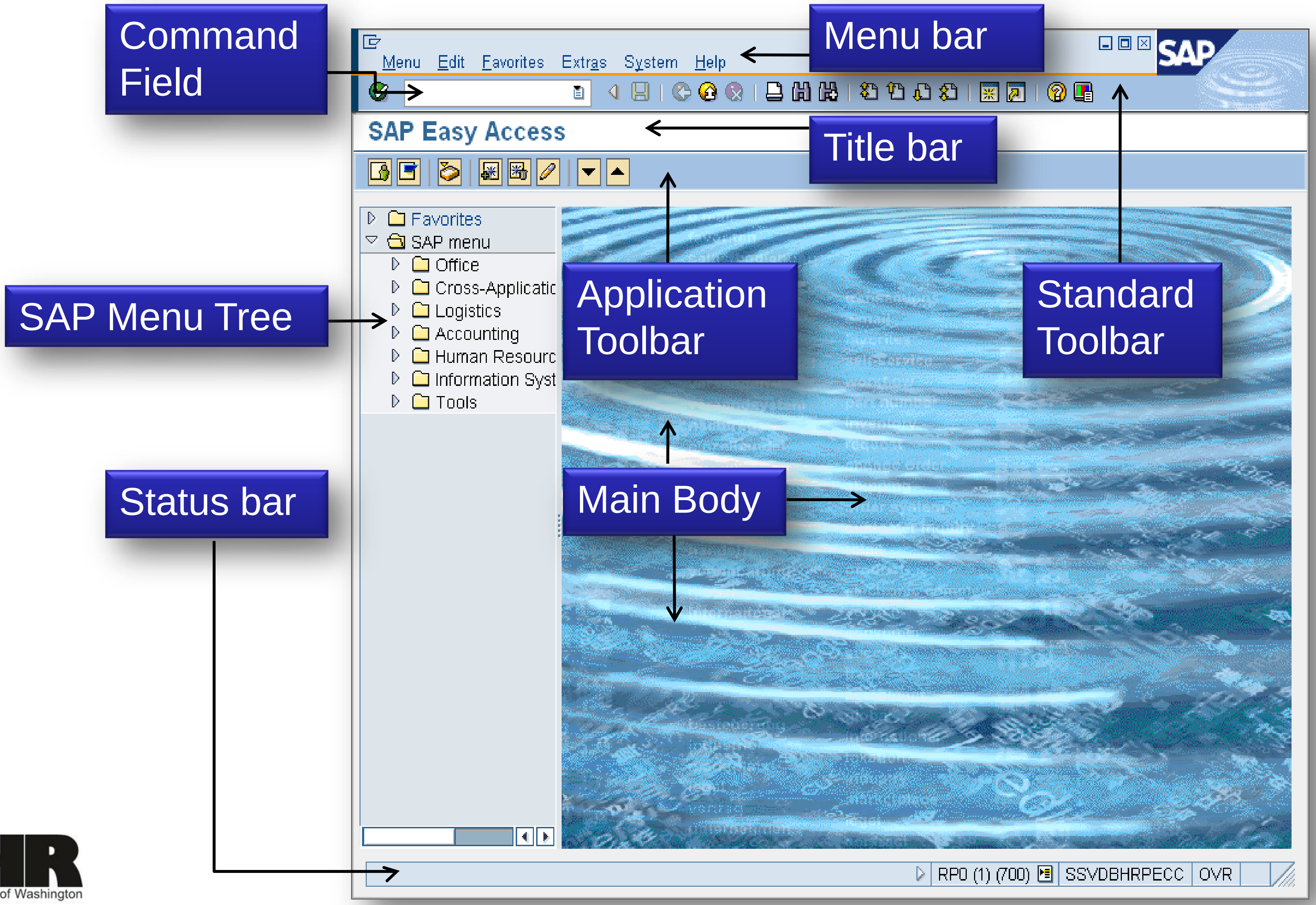
Logon Procedures for Single single-sign on Agencies

- Locate and double-click on the (SAP Logon icon) on your desktop

- Select the following to access the SAP Easy Access screen.
  - 02 – HCM Production SSO (single sign-on agency)



HRMS Screen Elements



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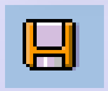
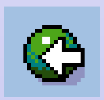
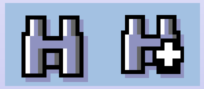
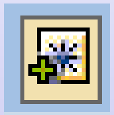
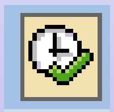
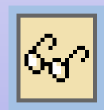
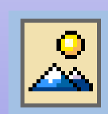
Standard Toolbar Buttons

Button	View	Description
Enter button		The Enter button validates that required fields have been entered before continuing to the next infotype.
Save button		The Save button stores changes in the system.
Back button		The Back button navigates to the last page you were on prior to the transaction you are currently in.
Exit button		The Exit button navigates out of the transaction you are currently working in and back to the SAP Easy Access screen. All unsaved data is lost when using the Exit button. You will get a warning to save your data.
Cancel button		The Cancel button navigates out of the transaction you are currently working in and back to the SAP Easy Access screen. Like the Exit button all unsaved data is lost when using the Cancel button, however, you do not get a warning to save.

Standard Toolbar Buttons

Button	View	Description
Find/Find Next buttons		The Find buttons allow you to find specific words within the screen you are currently on.
New Session button		The New Session button creates a new session.
Local Layout button		The Local Layout button allows you to customize the way your HRMS desktop version looks.

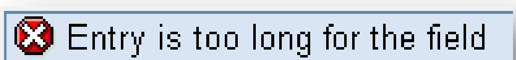
Application Toolbar

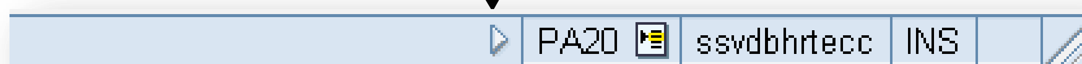
Button	View	Description
Add to Favorites		The Add to Favorites button allows you to add frequently used transactions and website links to your Favorites folder.
Execute		The Execute button triggers the processing of transactions, e.g. New Hire action, processing transactions, or running reports.
Display		The Display button will allow you view a specific record in an infotype when selected.
Overview		The Overview button shows a list of records created for an infotype

Status Bar

The Status Bar displays at the bottom of the screen. This is where system messages are displayed. Examples of system messages are: Error, Warning, Information.

Toggle button displays/hides the information on right side of the Status Bar





<u>Displays messages:</u>

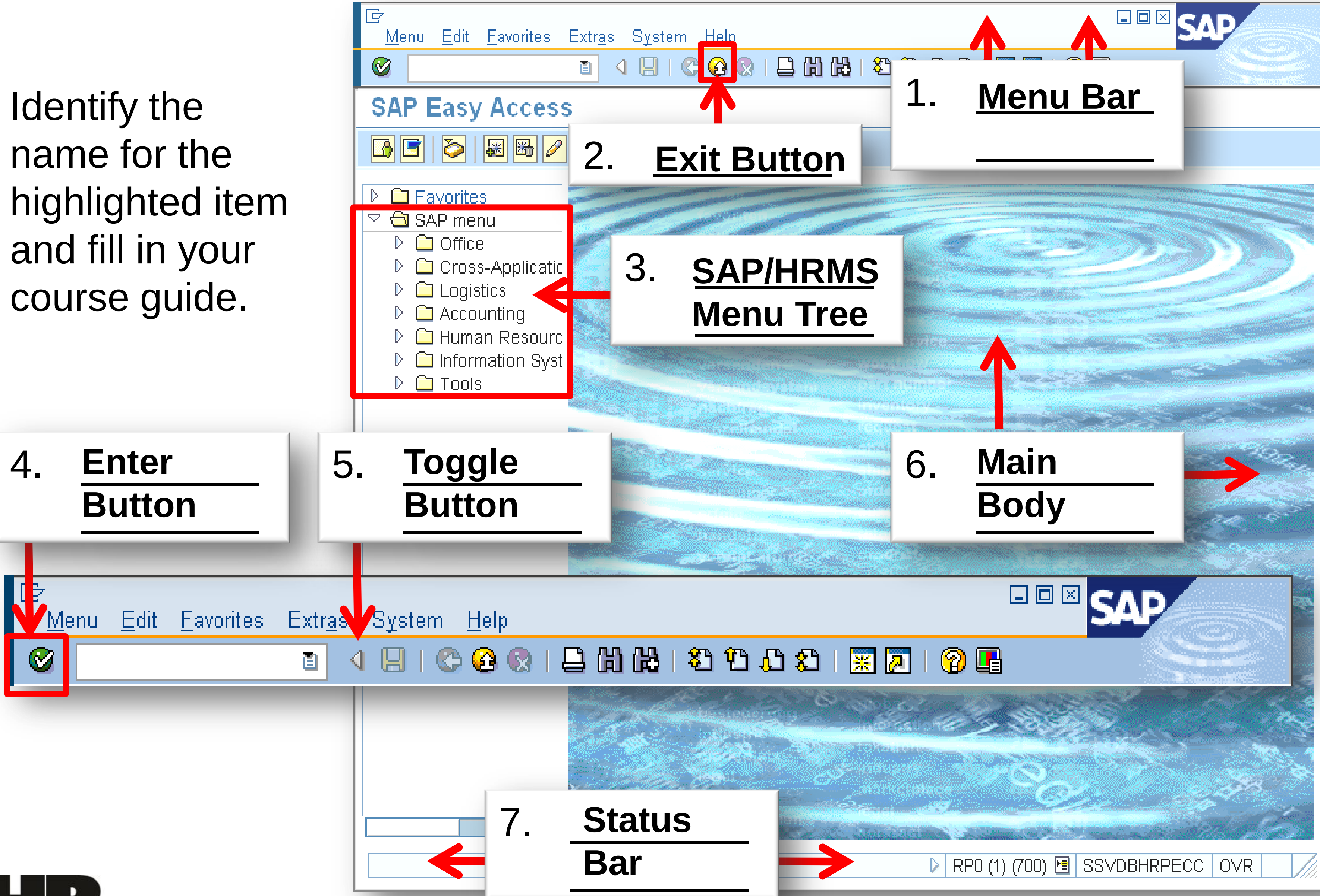
- ✓ Errors
- ✓ Warnings
- ✓ Informational

Displays the current system and database

Displays Insert (**INS**) or Overtype (**OVR**) mode

Let's Review!

Identify the name for the highlighted item and fill in your course guide.



Key Terms

Key Terms that you will use and become familiar with in HRMS Basics.

Term	Definition
Transaction	A process that an end user performs to complete a business task, such as displaying employee information. Each transaction is assigned a *transaction code*
Transaction Code	A code that provides end users access to the initial screen of a transaction, or specific area of HRMS to view business related information and/or to perform business related tasks (based on assigned roles).
Infotype	Screens within a transaction in which specific criteria is entered into individual employee files or records. An example of an infotype is IT0007, (*Planned Working Time*) – this displays the selected employees work schedule.
Matchcode	A dropdown list of possible entries for specific areas of an infotype.

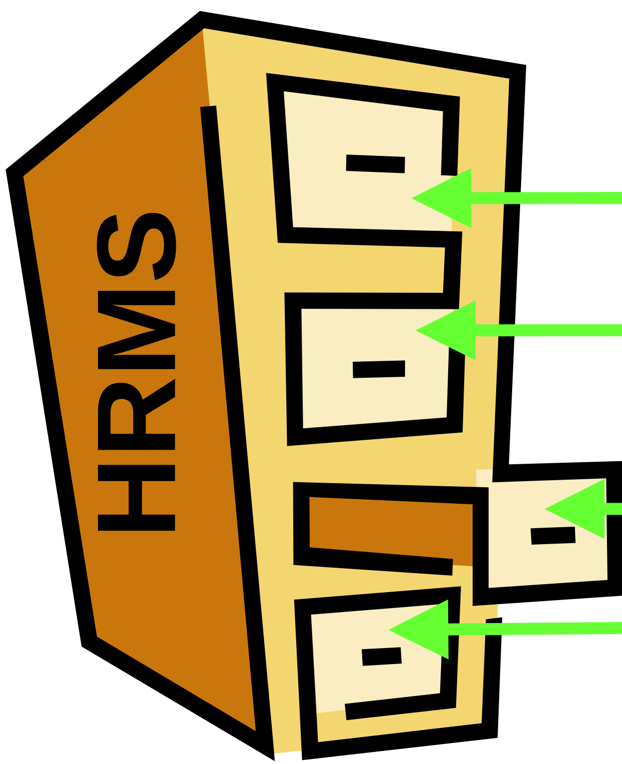
HRMS Content Organization

Transaction (folders)

Display HR Master Data (PA20)

Infotype (documents)

Personal Data (0002)



Functional Areas (drawers)

- Payroll
- Personnel Management
- Time Management
- Organizational Management

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SAP/HRMS Menu

The Human Resources folder has six folders. Each folder is associated to a different functional area.

For HRMS end users, access to folders are based on role assignment.

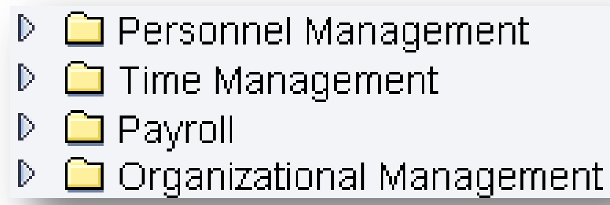
End User Roles

HRMS end user roles determine the functional areas when using the system.

A person may be assigned one or more roles, and roles can be assigned to one or more persons.

Questions and concerns regarding passwords or access should be directed to your agency Security Administrators.

HRMS Menu



HRMS roles are categorized into four major functional areas. The table below identifies the roles within each folder.

Functional Area (folder)	Roles
Personnel Management	Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor, Payroll Inquirer, Payroll Processor, Payroll Supervisor, Payroll Analyst, Payroll Supervisor, Garnishment Administrator, Time and Attendance Processor, Time and Attendance Supervisor, Time and Attendance Inquirer, Organizational Management Processor
Time Management	Time and Attendance Processor, Time and Attendance Supervisor, Time and Attendance Inquirer
Payroll	Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer, Garnishment Administrator, Time and Attendance Processor, Time and Attendance Supervisor, Time and Attendance Inquirer
Organizational Management	Organizational Management Processor

Basic Navigation

Accessing Transactions

- A transaction is a set of processes used to complete a business task, such as viewing employee information.
- There are two ways to access transactions in HRMS.
  - SAP Menu

  or

  - Command Field

SAP Menu Tree

The SAP (HRMS) menu on the SAP Easy Access screen allows you to navigate to transactions within HRMS.

Each transaction in HRMS is assigned a transaction code. These codes provide you access to a transaction's initial screen.

Transaction codes can be initiated by double clicking a folder until the "cubes" display indicating transactions. This is called the 'drill-down' method.

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Command Field Navigation

The Command field is located on the Standard Toolbar.

Use the Command field to enter transaction codes directly. Each HRMS transaction is assigned a transaction code.

These codes provide you access to the transaction's initial screen.

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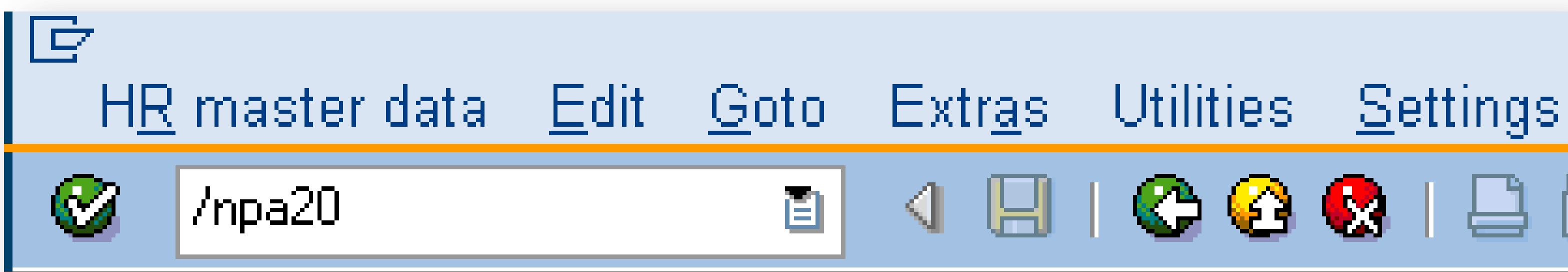
Command Field Navigation

- To navigate to another transaction from the transaction you are currently in, type ***/n*** followed by the desired transaction code in the Command field.

- ***/n*** closes the transaction you are currently in and opens another one.

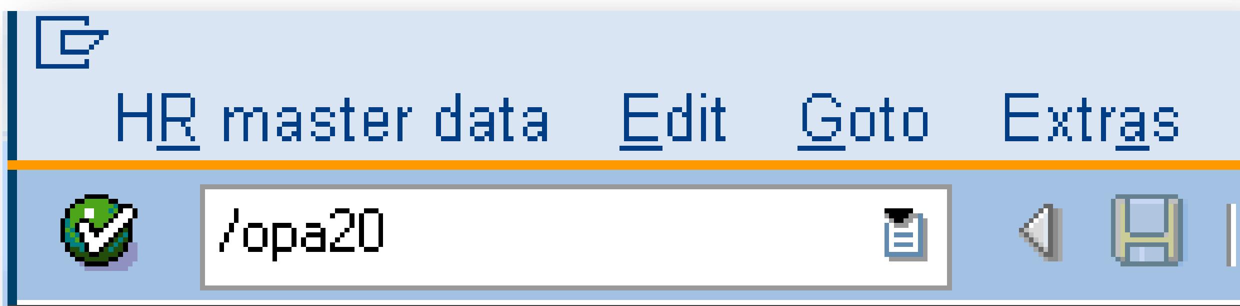
  - **Caution** - save changed data prior to going to a another transaction when using this function as any unsaved data will be lost.

  - If you access another transaction using "***/n***" you cannot return to your original transaction by using the **Back** button. Using the **Back** button, will return you to the *SAP Easy Access* screen and unsaved data is lost.



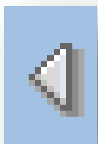
Command Field Navigation (con't)

- To keep a transaction open that you are working in, and open another session click the **New Session** button . This opens another session without ending the current transaction you are working in.
- You can also open a new session by typing ***/o*** followed by the transaction code in the Command field.
- You can toggle between opened transactions to view data. You can have up to six (6) transactions open at once.

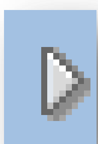


Command Field Navigation (con't)

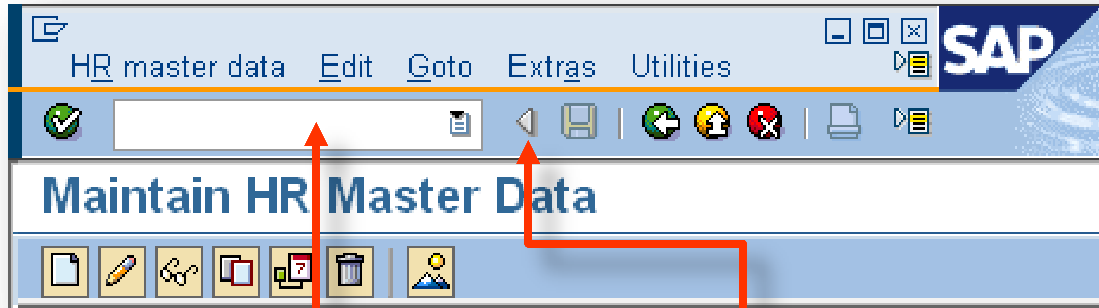
The Command field has a toggle feature which can hide or unhide the field.



To hide the Command field, click the small white arrow just outside of the Command field box.



Do the same to unhide the Command field.



The **arrow** will point **left** when the **command field** is **displayed**.

The **arrow** will point **right** when the **command field** is **hidden**.

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HRMS Activity

Navigating using the HRMS Menu Activity

Review

1. **Identify the four major folders on the HRMS menu.**

    a. Personnel Management
    b. Payroll
    c. HR Master Data
    d. Time Management
    e. Organizational Management

2. **What are the two ways to access a Transaction Code?**

Command field

Menu drill down

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Personnel Numbers

Personnel Number

Once you enter a transaction code you need to enter a personnel number for an employee.

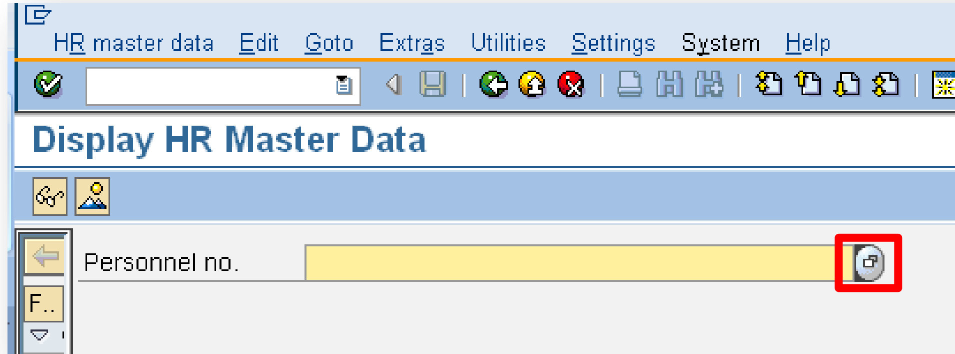
The personnel number:

- ✓ is generated during the new hire process (unless an employee is returning to state employment).
- ✓ Always search in HRMS prior to creating a new personnel number.
- ✓ is automatically assigned to an employee.
- ✓ allows for employees to have a unique identifier other than the social security number.
- ✓ is sometimes referred to as a “prnr”.
- ✓ is never repeated.

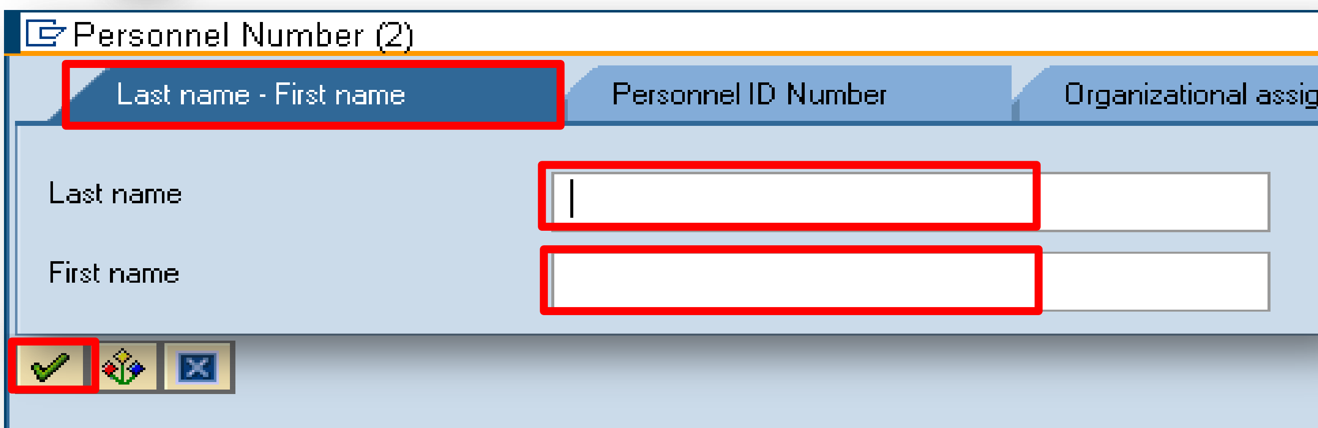
Personnel Number Search

Use transaction code **PA20**

1) Click on the **(Matchcode)**
2) Click the (Last name – First name) tab
3) Enter the employee's last name and first name in the fields
4) Click **(Start Search)**

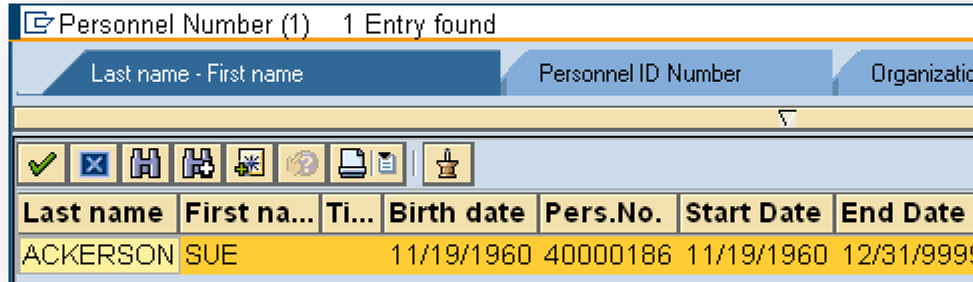


Note: You can search by Social Security Numbers (SSN) by selecting the '**Personnel ID Number**' tab. Enter the SSN in the ID field.

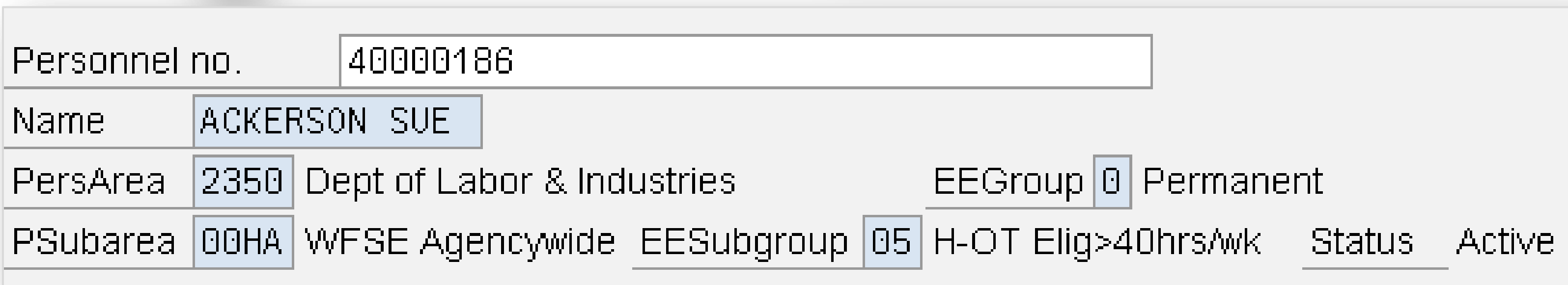


Personnel Number Search (con't)

5) The results will display, click on the appropriate employee name (select the record of choice)



6) Click (**Copy**) to accept



7) Click (**Enter**) to populate the employee's information into the screen

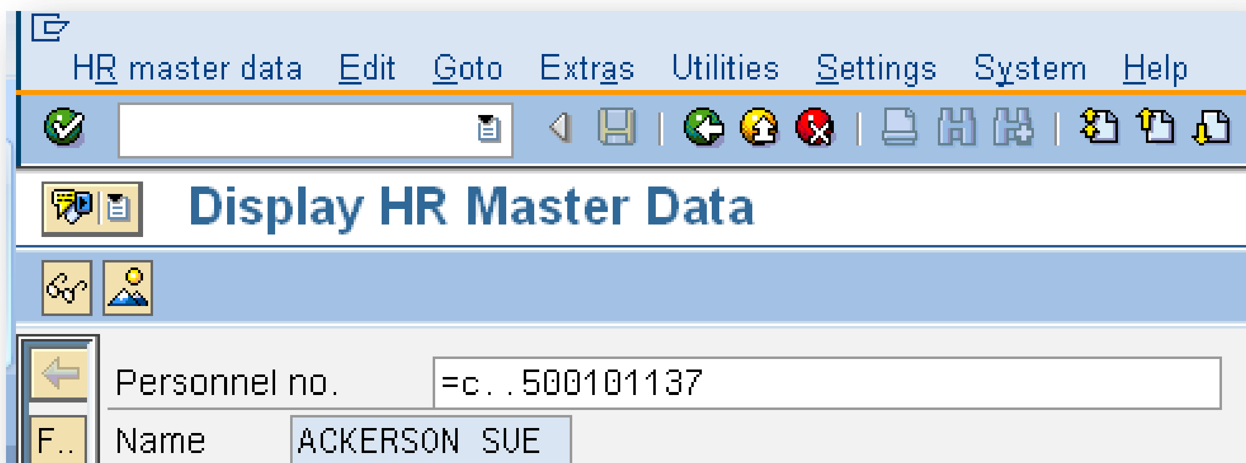
Note: The Personnel no. pop-up box may list several names. If you are searching for a common name such as, John, HRMS will return a long list of names. To identify the correct John, use the employee's birth date in the Start Date column to identify the correct record.

Alternate Search Methods

Use this search method if the Social Security is all that is known. Or in the case of a common name that will return multiple results. (ex: Johnson)

<u>Social Security Number</u>

- In the Personnel no. field type **=c..** followed by the Social Security number (no dashes)
  - For example type =c..500101137 and click (**Display**) to view the employee's record.



Alternate Search Methods (con't)

<u>Search by First Name</u>

In the Personnel no. field type **=..** followed by the first name of the employee.

Example: The employee's first name is George. Type **=..George** and click (**Display**). A list of all employees with the first name "George" will display.

<u>Search by Last Name</u>

In the Personnel no. field type **=** followed by the last name of the employee.

Example: The employee's last name is Ackerson. Type **=Smith** and click (**Display**). A list of all employee with the last name "Smith" will display.

Alternate Search Methods (con't)

<u>Use an asterisk * as a Wildcard</u>

If you know the first letter of the last name (or first name) but are unsure of the correct spelling, type in the first letter or two followed by an asterisk (*). A list of names starting with these letters will be displayed.

<u>Search by the middle part of a name</u>

The wildcard (*) can be used in many different ways. At the beginning of a name, at the end of the name, in the middle of the name.

<u>Examples</u>: *ale = Dale, Gale, etc.
u = Sue, Julie, Justin, Nguyen
pete* = Peterson, Petes, Petersburg

HRMS Activity

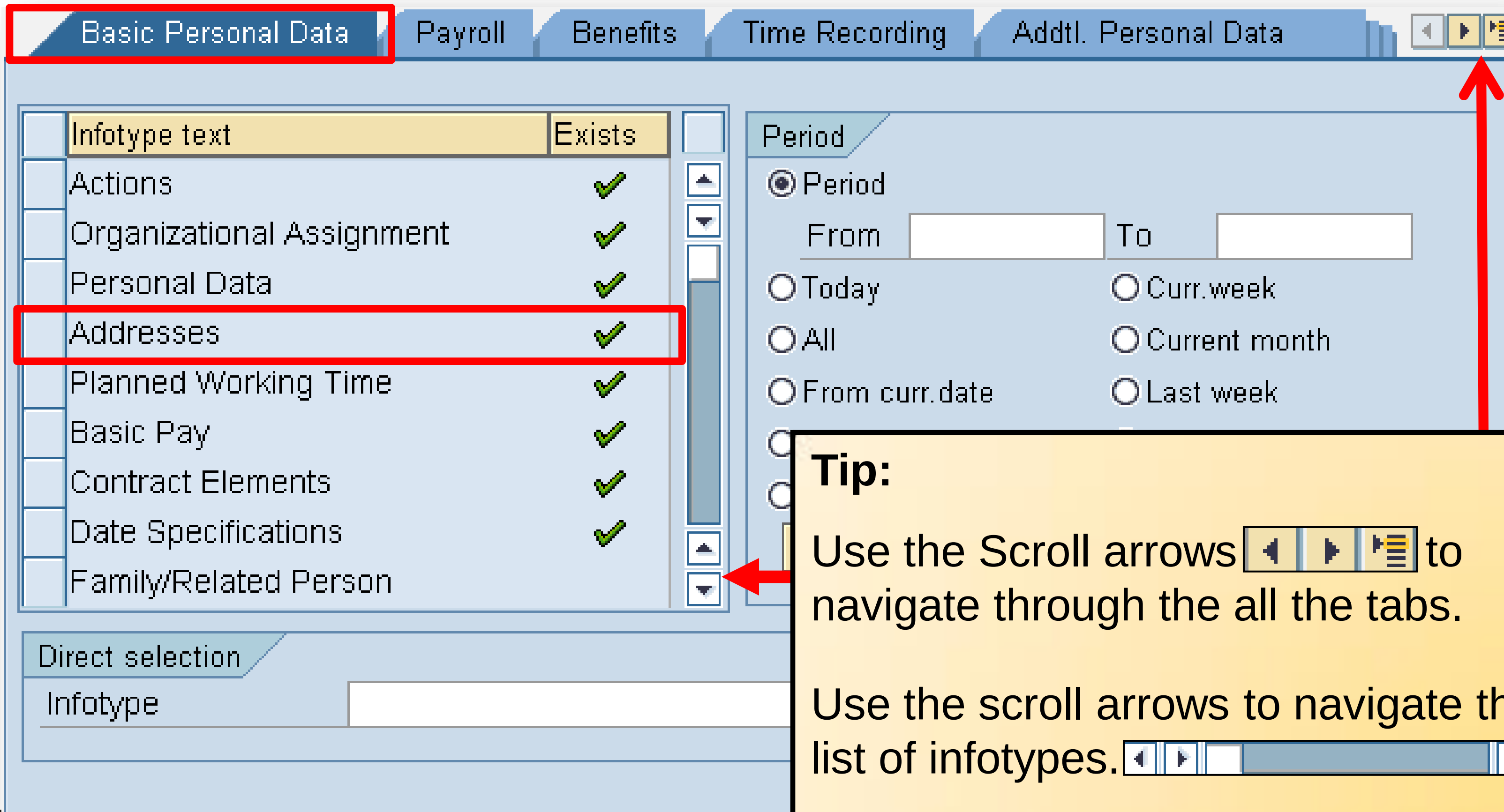
Searching for Personnel Numbers Activity

Accessing Infotypes

Accessing Infotypes

An infotype is a screen within a transaction in which employee information is ***displayed*** or ***maintained***.

Infotypes are organized under tabs. For example; the ***Addresses*** infotype falls under the **Basic Personal Data** tab.



Tip:

Use the Scroll arrows to navigate through the all the tabs.

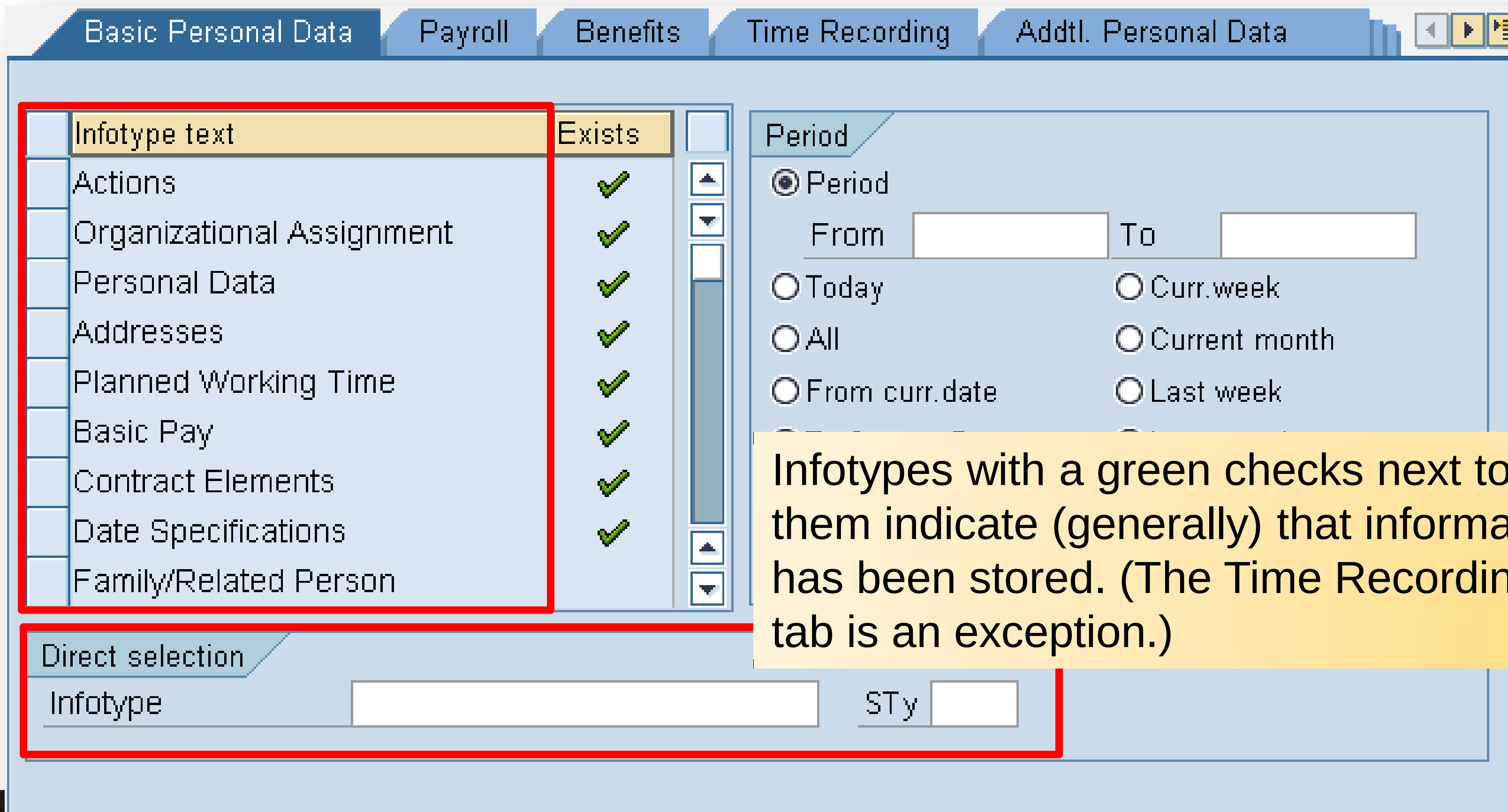
Use the scroll arrows to navigate the list of infotypes.

Accessing Infotypes (con't)

To access an infotype after you have entered the personnel number, choose one of these methods:

<u>Method # 1</u> - Click the box *left of* the desired infotype text

<u>Method # 2</u> - Use Direct selection by typing in the specific infotype name or number

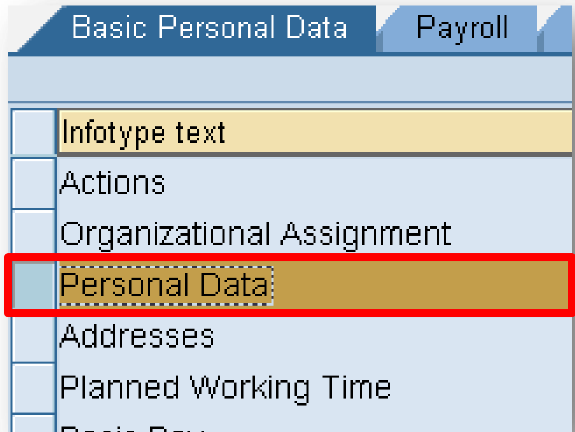


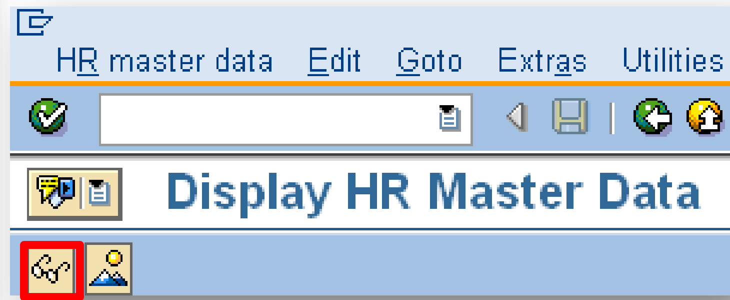
Infotypes with a green checks next to them indicate (generally) that information has been stored. (The Time Recording tab is an exception.)

Accessing Infotypes (con't)

Method # 1

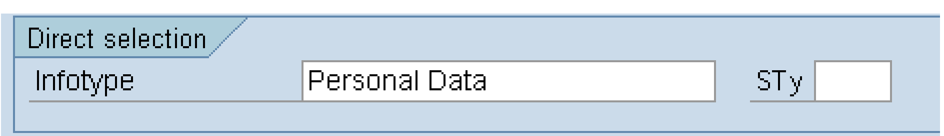
Click on the box to the left of the infotype text and then select the **(Display)** icon to open the Personal Data infotype for that employee.

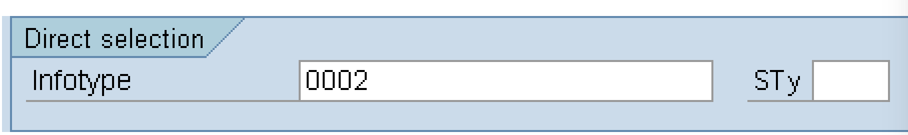


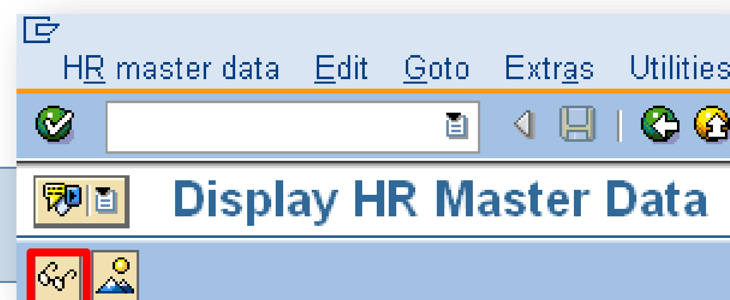


Method # 2

Type the infotype number or name in the direction selection area and then select the **(Display)** icon to open the Personal Data infotype for that employee.







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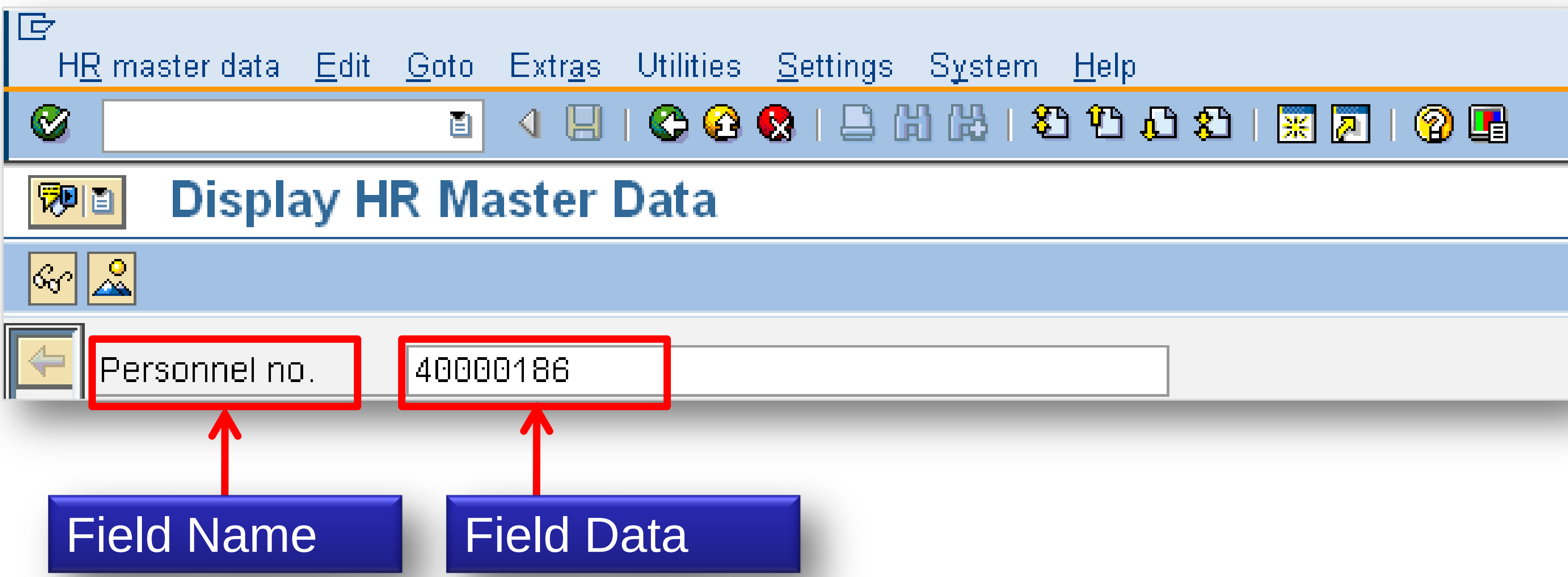
HRMS Activity

Navigating with Infotypes Activity

Types of HRMS Fields

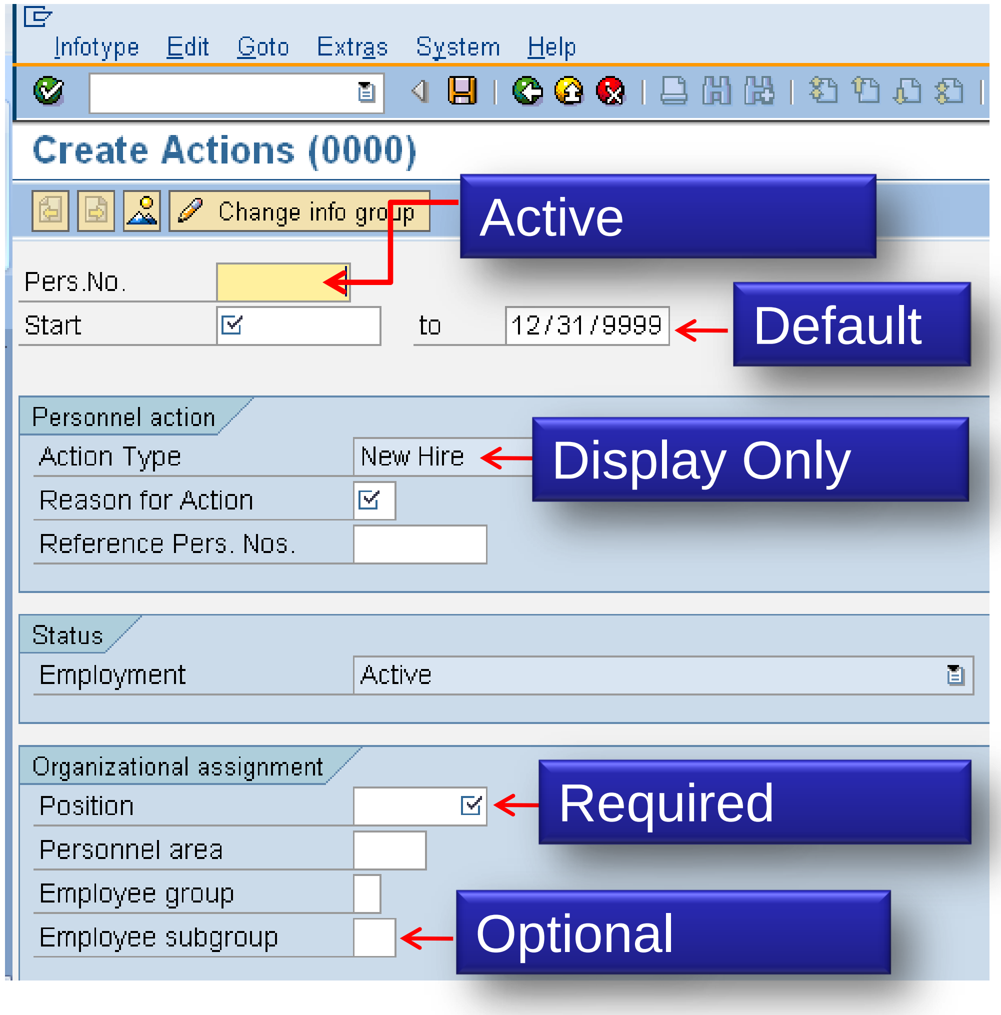
Types of HRMS Fields

A field is composed of a field name and field data. The ***field name*** describes the field, while the ***field data*** provides specific information that you either view or enter data.



Types of HRMS Fields

1. **Active field** is the field your cursor is currently in and is highlighted yellow.
2. **Default fields** contain data automatically.
3. **Display Only** fields provide information and cannot be changed. Display fields are grayed out.
4. **Required fields** must be populated with valid data before moving on to the next screen.
5. **Optional fields** are not necessary to complete or to continue to the next screen. Your agency may require you to complete some optional fields.



System Messages

HRMS System Messages

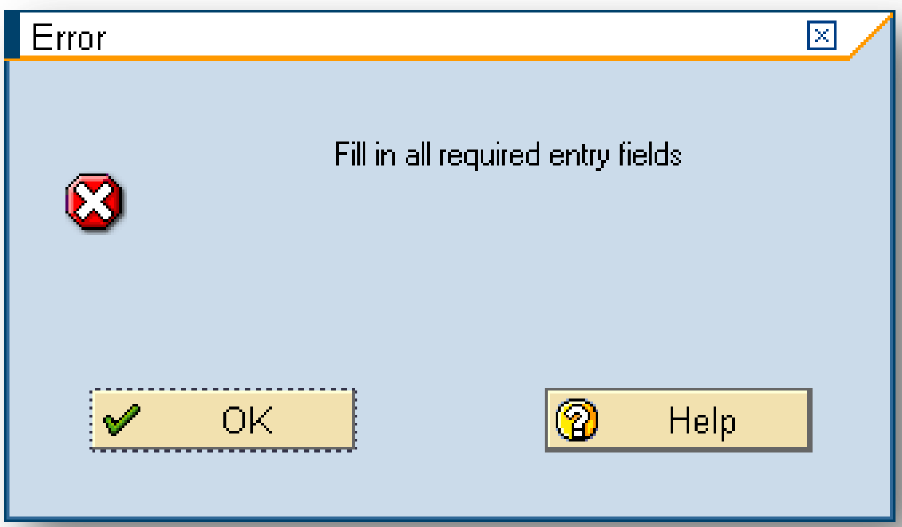
There are four different types.

- Error messages*
- Warning messages*
- Information messages*
- ZAlert messages

Error Messages

Error messages indicate an issue with the data entry..

- If an error message appears, HRMS does not allow you to continue until you correct the error.
- System messages are indicated with an icon that identifies the type of message.
- The error message is indicated by a red stop sign. A red circle with an "X" appears on the status bar.



Note: To resolve an error message you need to verify that all required fields are entered.

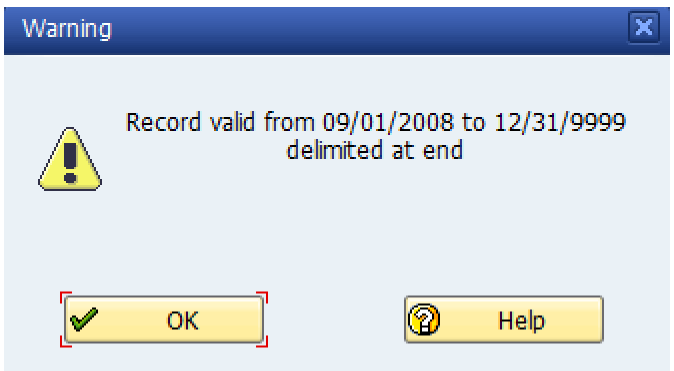
If not, you need to complete these fields to move forward.

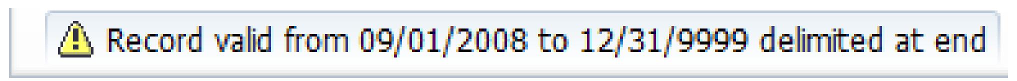
Warning Messages

You receive a warning message when HRMS detects a possible error.

- Verify that everything has been entered correctly, press **Enter** and continue with your work. Please note, you may have to press enter repeatedly to clear an error message.

- The warning message is indicated by a yellow circle with an exclamation point that appears in a pop-up box and on the status bar.



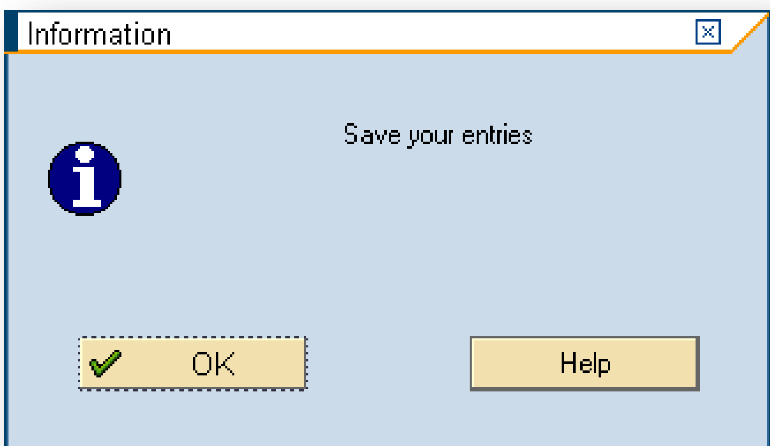


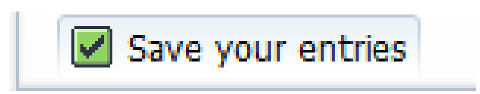
Information Messages

HRMS displays an information message verifying a task is complete.

- Information messages are meant to inform and do not require any further action other than to acknowledge the message prior to saving.

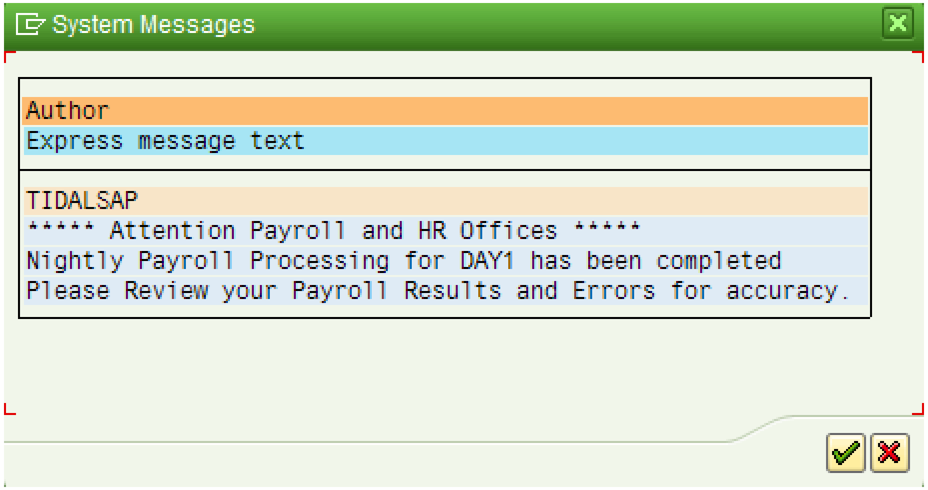
- The information message is indicated by this  icon in a pop-up box and by the **Enter** button in the status bar.





ZAlert System Messages

- Messages are sent by the Department of Enterprise Services and will appear when logged into the system or when first logging in.
- Messages will vary and may contain information regarding payroll processing and pick-up.
- ZAlerts will last up to 2 hours after being displayed. Once the message has expired you will no longer see the message.



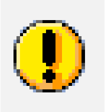
Review

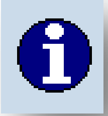
1. **Match the picture with the correct HRMS system message.**

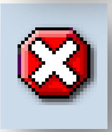
   1. Error Message

   2. Warning Message

   3. Information Message

   a. 

   b. 

   c. 

2. **What are the two methods of accessing an infotype?**

   Method # 1 - Click the box *left of* the desired infotype text

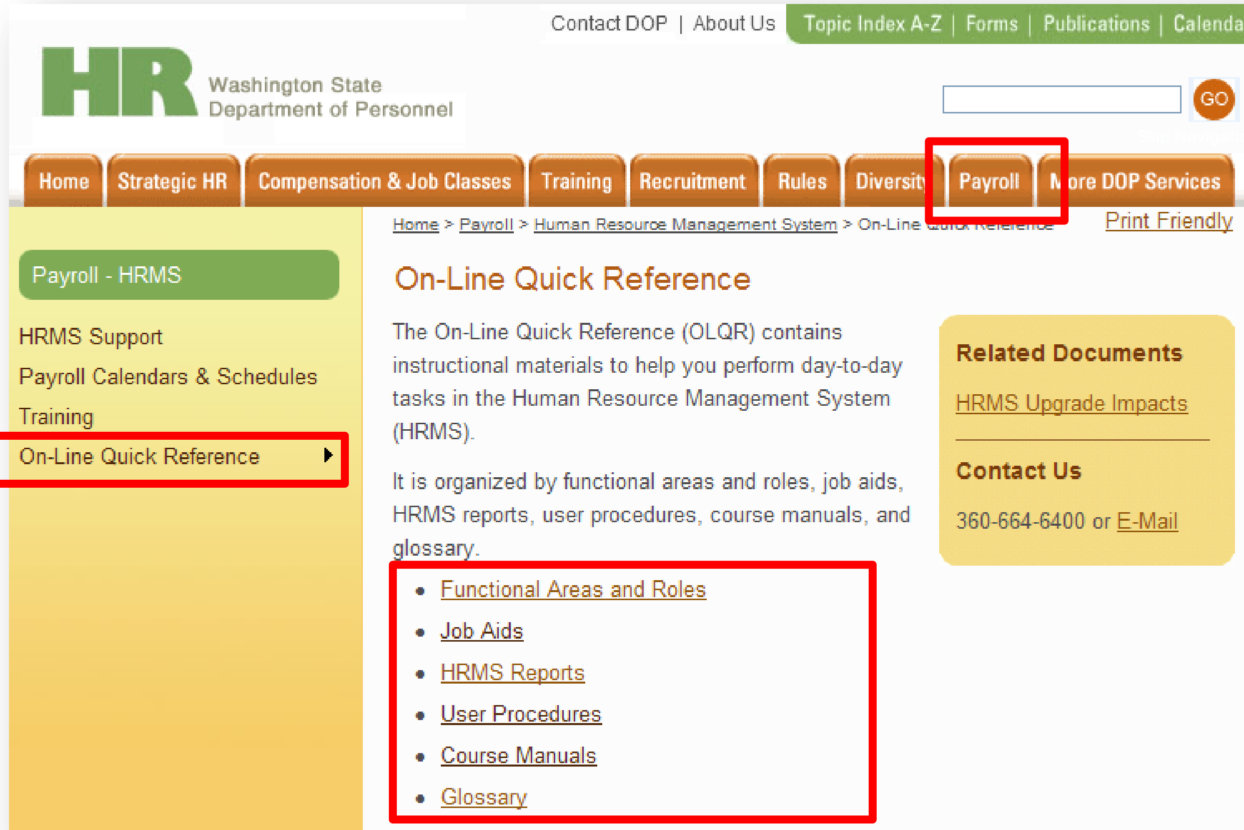
   Method # 2 - Use Direct selection by typing in the specific infotype name or number

On-line Quick Reference (OLQR)

On-line Quick Reference (OLQR)

The OLQR is made up of these areas:

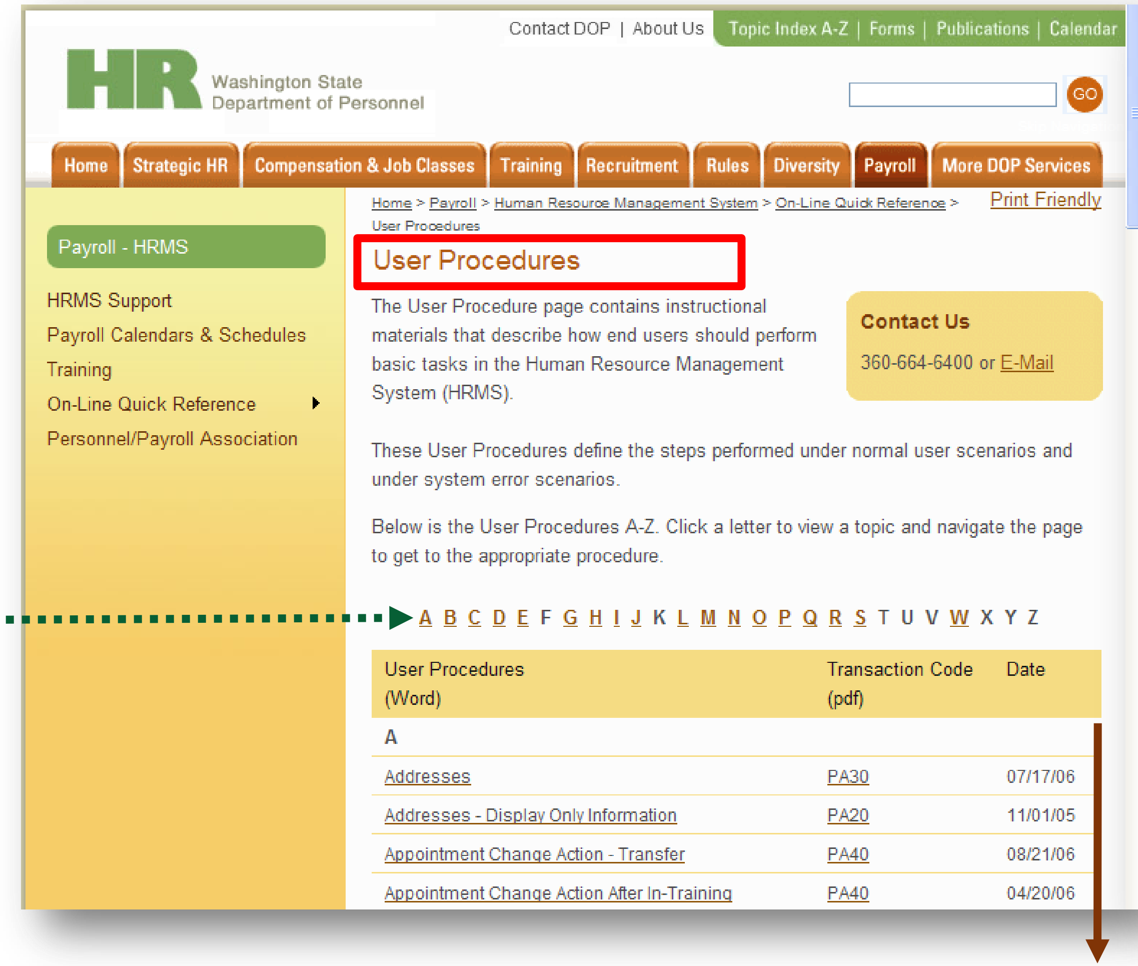
- Functional Areas and Roles
- Job Aids
- HRMS Reports
- User Procedures
- Course Manuals
- Glossary



Web address:
http://www.dop.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx

Locating User Procedures

- View the list of procedures by choosing a letter of the alphabet (horizontal dotted **green** line) or scroll down the list of procedure names (vertical solid **brown** line)



State of Washington

Accessing the User Procedures

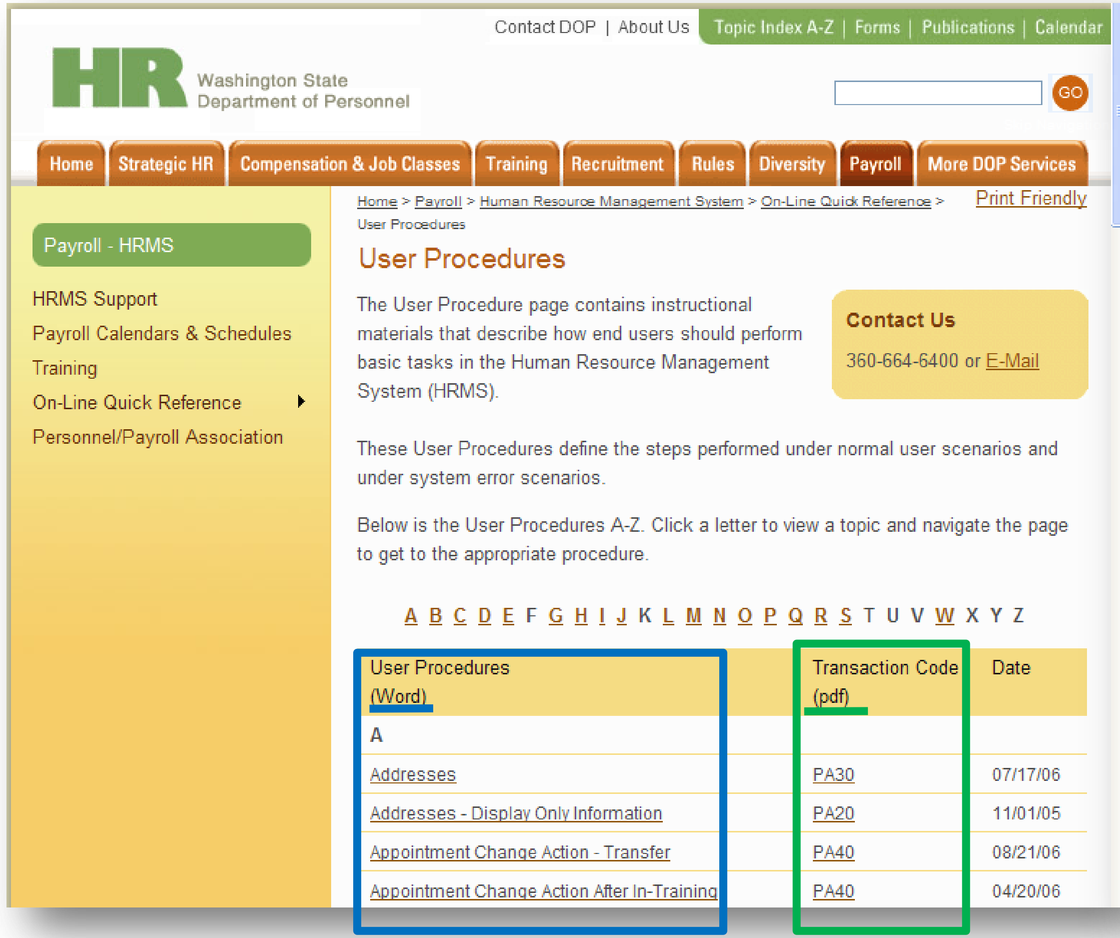
- To view a selected procedure, choose a format by choosing a column:

User Procedures allows you to ***open*** and/or ***save***★ the procedure (modify)

or

The **Transaction Code** column opens the document in ***.pdf*** format (cannot modify) in your internet browser window

★ Currently saving documents is experiencing problems



.pdf stands for **Portable Document Format** (Adobe)

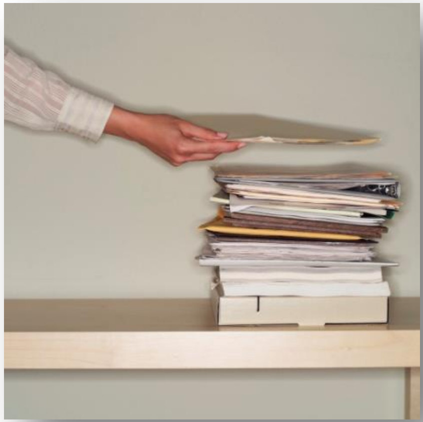
State of Washington

Reports

Reports in HRMS

HRMS reports are available across functional areas to allow you to:

- Access reports and data that relate to business tasks performed within your role.
- Process information quickly to support decision making.
- Take a snapshot of data for your agency or sub-agency.
- Data displayed in reports are filtered to be unique to each agency or sub-agency.



Reports in HRMS

There are three basic types of reports:

Standard reports (begin with an **S**)

- Included with the SAP software and meet Washington State's general business needs. (Standard reports are also referred to as "SAP Standard" reports in HRMS materials.)

Customized reports (begin with **ZHR**)

- Created by the HRMS Project Team specifically for Washington State's business needs.

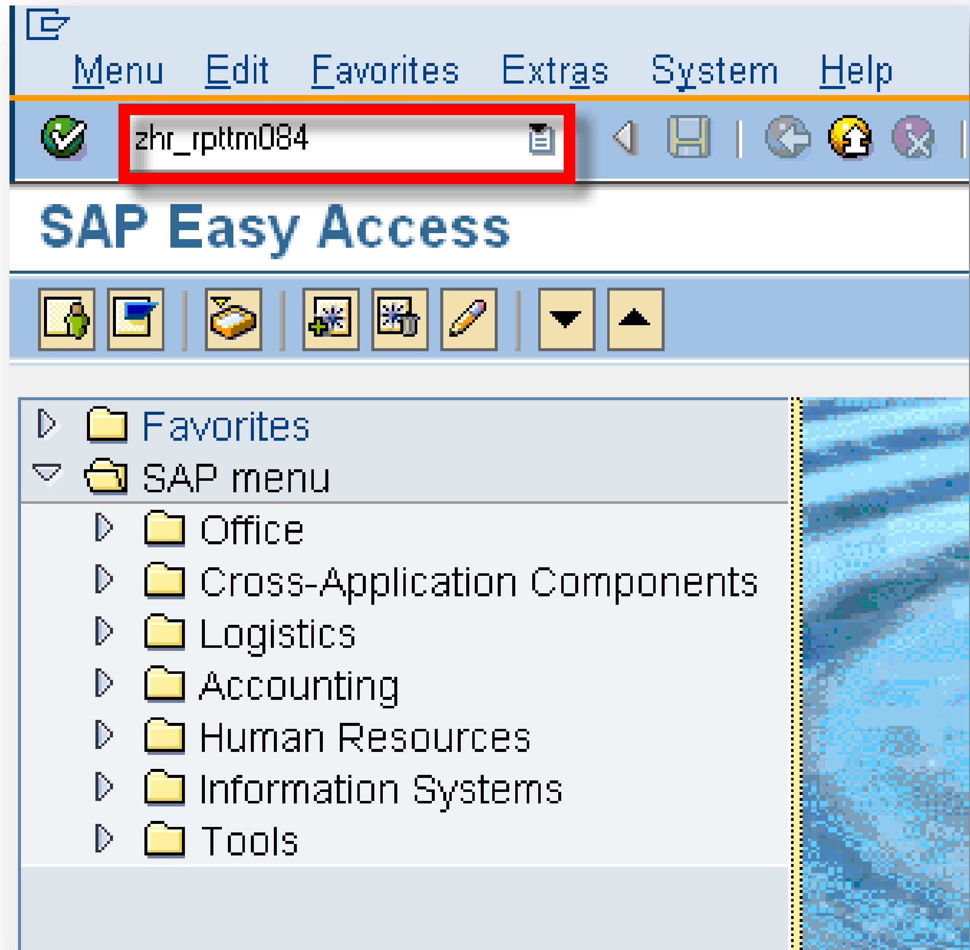
Business Intelligence (BI) reports

- Provides end users the ability to develop ad-hoc queries.
- BW reports will be discussed in the "Business Intelligence" course.

Accessing / Viewing Reports

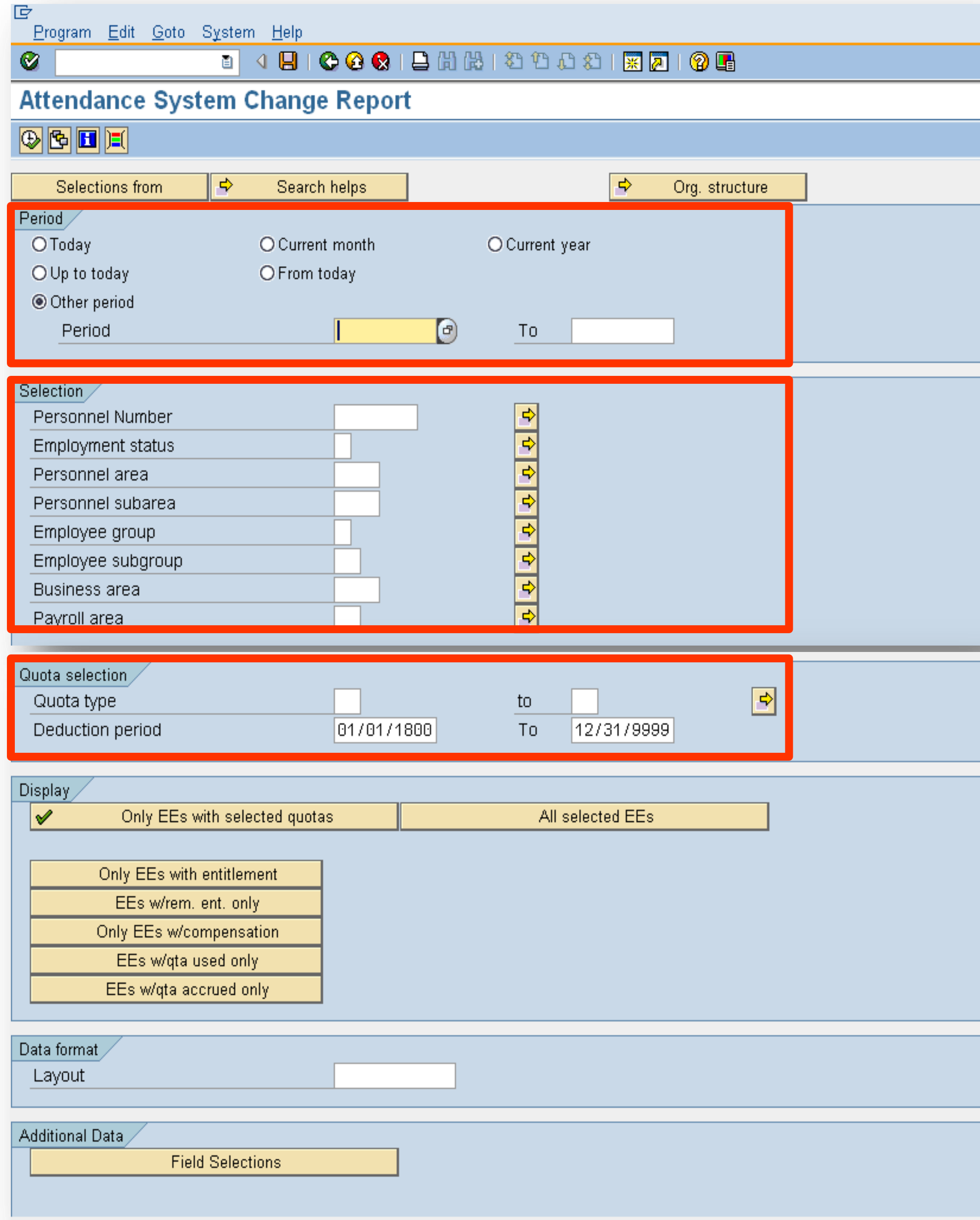
Your role determines which reports you can access and the data that displays within the report.

1. From the *SAP Easy Access* screen, type the transaction code in the **Command** field. (e.g. ZHR_RPTTM084 – Attendance System Change Report)
2. Click (**Enter**) to start transaction.



Accessing / Viewing Reports

3. Select the criteria for your report.
   - Period (time frame)
   - Selection (personnel number, personnel area, etc.)
   - Quota selection (additional selection area)
4. Once selected, click  (**Execute**) to execute the report.

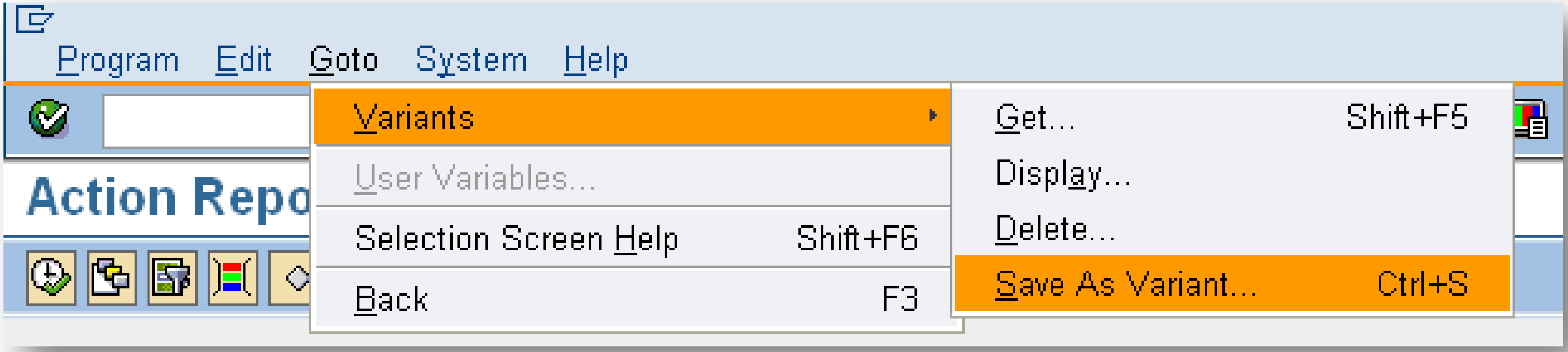


HR State of Washington

Create/Save a Variant

Saving a Variant

1. To save the report with your selected criteria, on the Menu Bar click **Goto → Variants → Save as Variant**

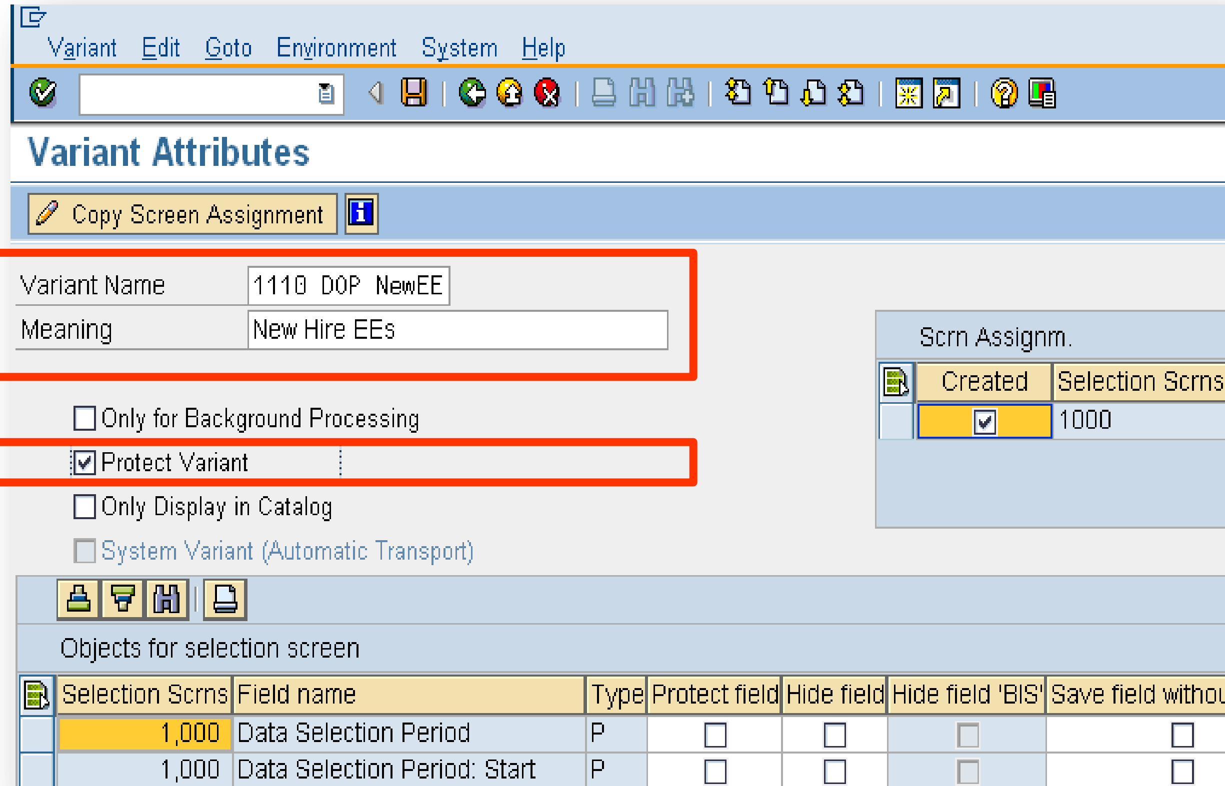


Note: You can also use [Ctrl + S] or click (Save) to save a variant.

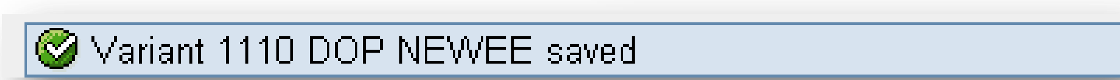
State of Washington

Saving a Variant

2. Complete the *Variant Name* and *Meaning* fields
3. Click (**Enter**) to validate the data
4. Click (**Save**) to save the data



You will return to the report page



The variant was saved.
Note the message in the status bar.

Tip:

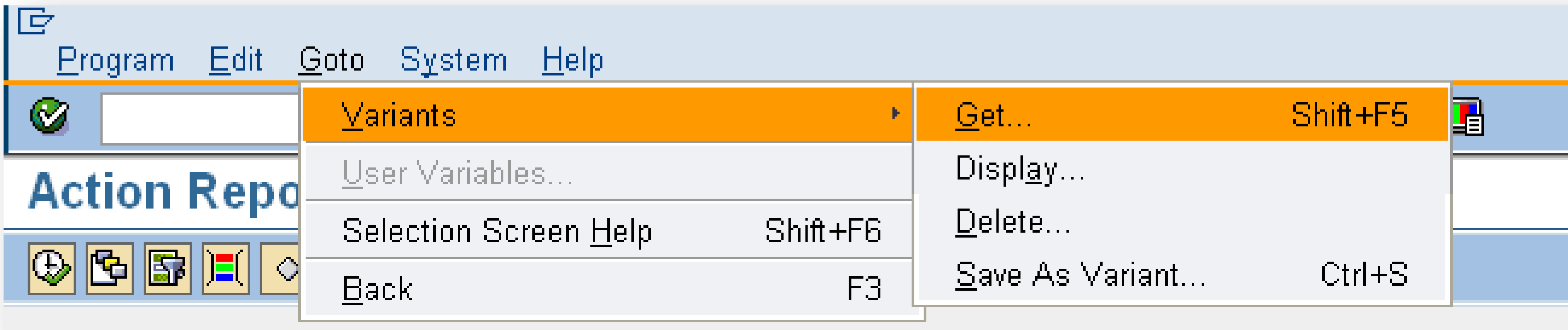
Clicking the Protect Variant box will help ensure that no one will save over your variant. This is optional.

State of Washington

Retrieve a Variant

Retrieve a Variant

1. To retrieve a variant from the report screen click **Goto → Variants → Get**



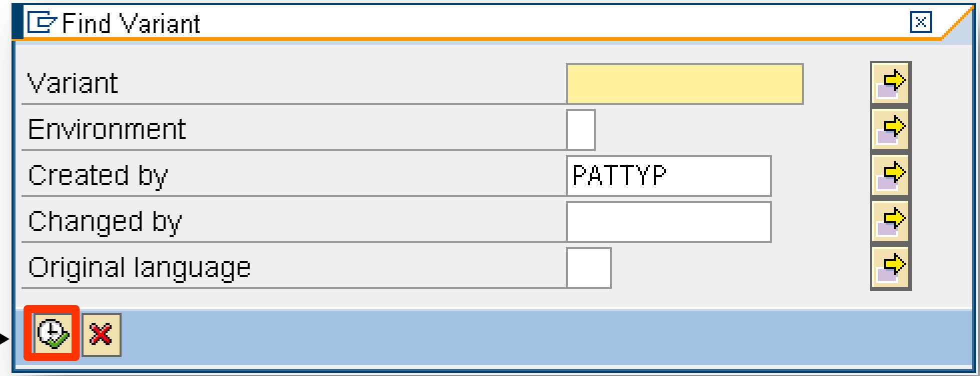
Note: You can also click Shift + F5 or click (Get Variant) button to retrieve a variant.

Retrieve a Variant

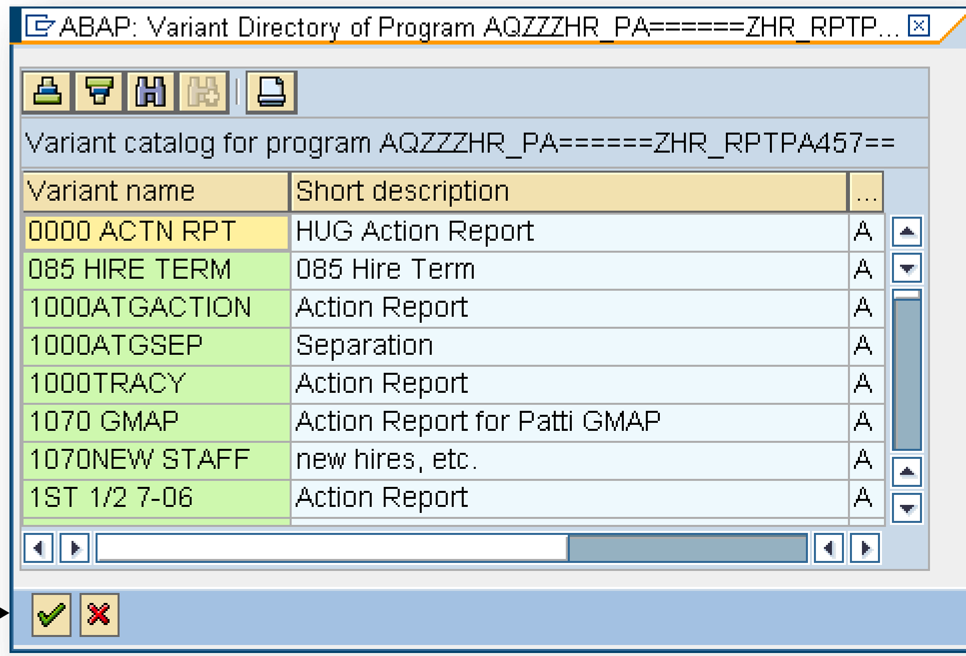
2. Click (Execute) to search for the variants *you* created.

Or

2. Remove your user name from the Created by field to see all variants created.



3. A pop-up box providing a list of variants appears. Double-click on the variant report that you want to retrieve. Or click once on the variant name, then click (Choose) to bring your selection into the report screen.

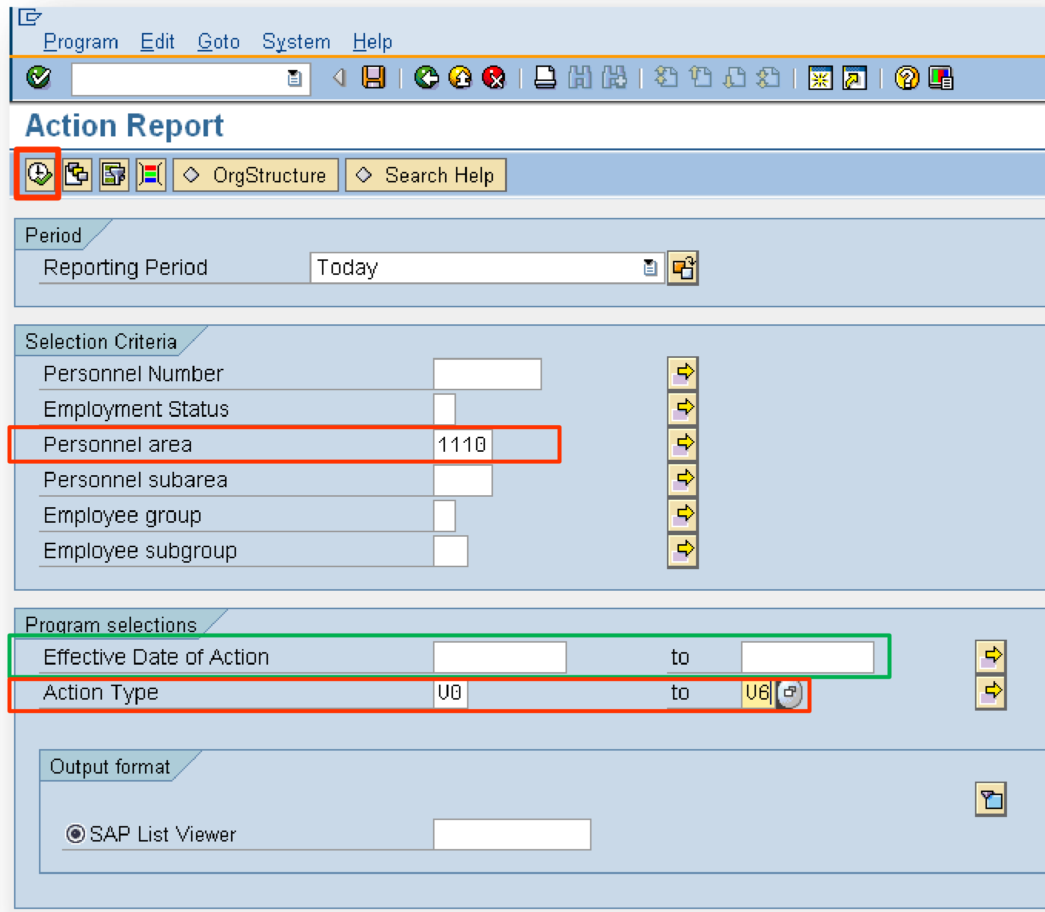


Retrieve a Variant

3. The variant (with the saved selection criteria) will display within the report fields, click (**Execute)** to generate the report.

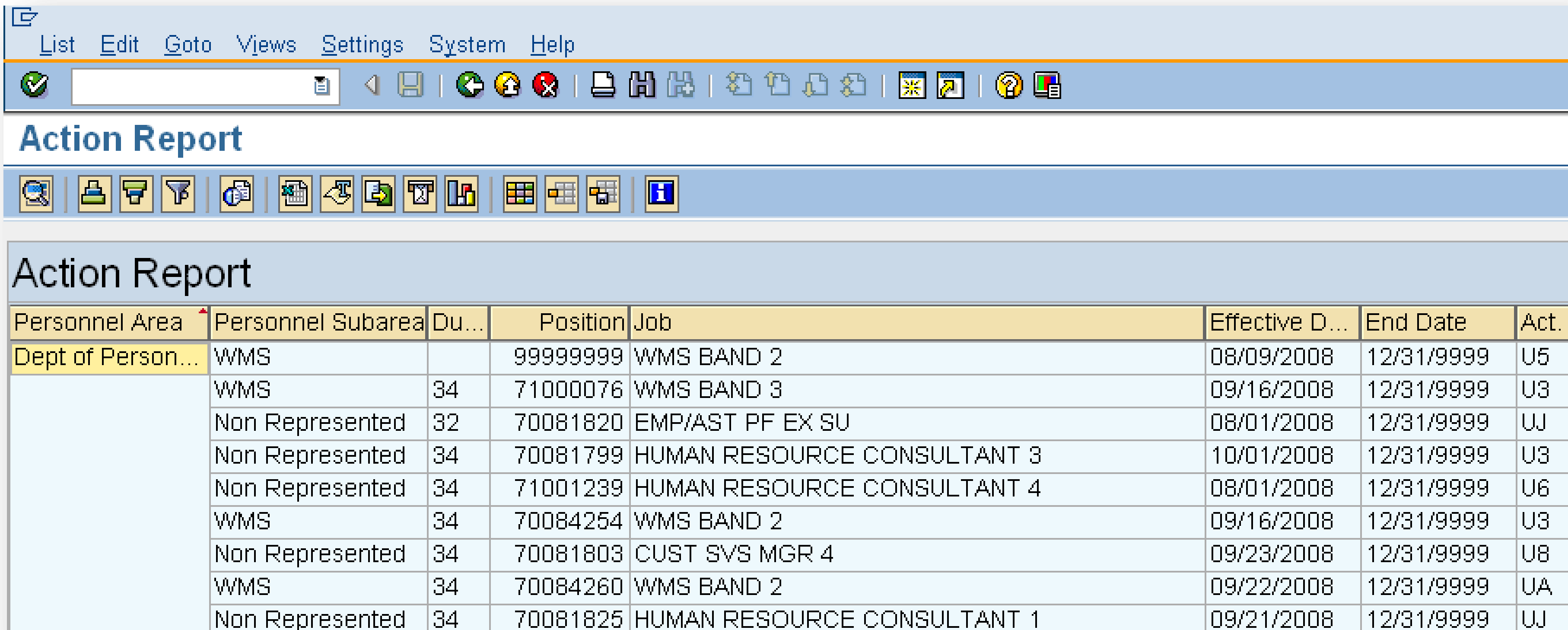
Prior to clicking (**Execute**) you can add additional selection criteria if needed (such as an **Effective Date of Action** [date range]).

- Adding selection criteria will not change the saved variant settings. This is for a one-time selection.
- To keep the additional criteria selections, resave the variant.



Retrieve a Variant

- The requested report is generated based on the selection criteria outlined in the variant.
- At this time you would verify the report information and utilize the report as desired.



Personnel Area	Personnel Subarea	Du...	Position	Job	Effective D...	End Date	Act.
Dept of Person...	WMS		99999999	WMS BAND 2	08/09/2008	12/31/9999	U5
	WMS	34	71000076	WMS BAND 3	09/16/2008	12/31/9999	U3
	Non Represented	32	70081820	EMP/AST PF EX SU	08/01/2008	12/31/9999	UJ
	Non Represented	34	70081799	HUMAN RESOURCE CONSULTANT 3	10/01/2008	12/31/9999	U3
	Non Represented	34	71001239	HUMAN RESOURCE CONSULTANT 4	08/01/2008	12/31/9999	U6
	WMS	34	70084254	WMS BAND 2	09/16/2008	12/31/9999	U3
	Non Represented	34	70081803	CUST SVS MGR 4	09/23/2008	12/31/9999	U8
	WMS	34	70084260	WMS BAND 2	09/22/2008	12/31/9999	UA
	Non Represented	34	70081825	HUMAN RESOURCE CONSULTANT 1	09/21/2008	12/31/9999	UJ

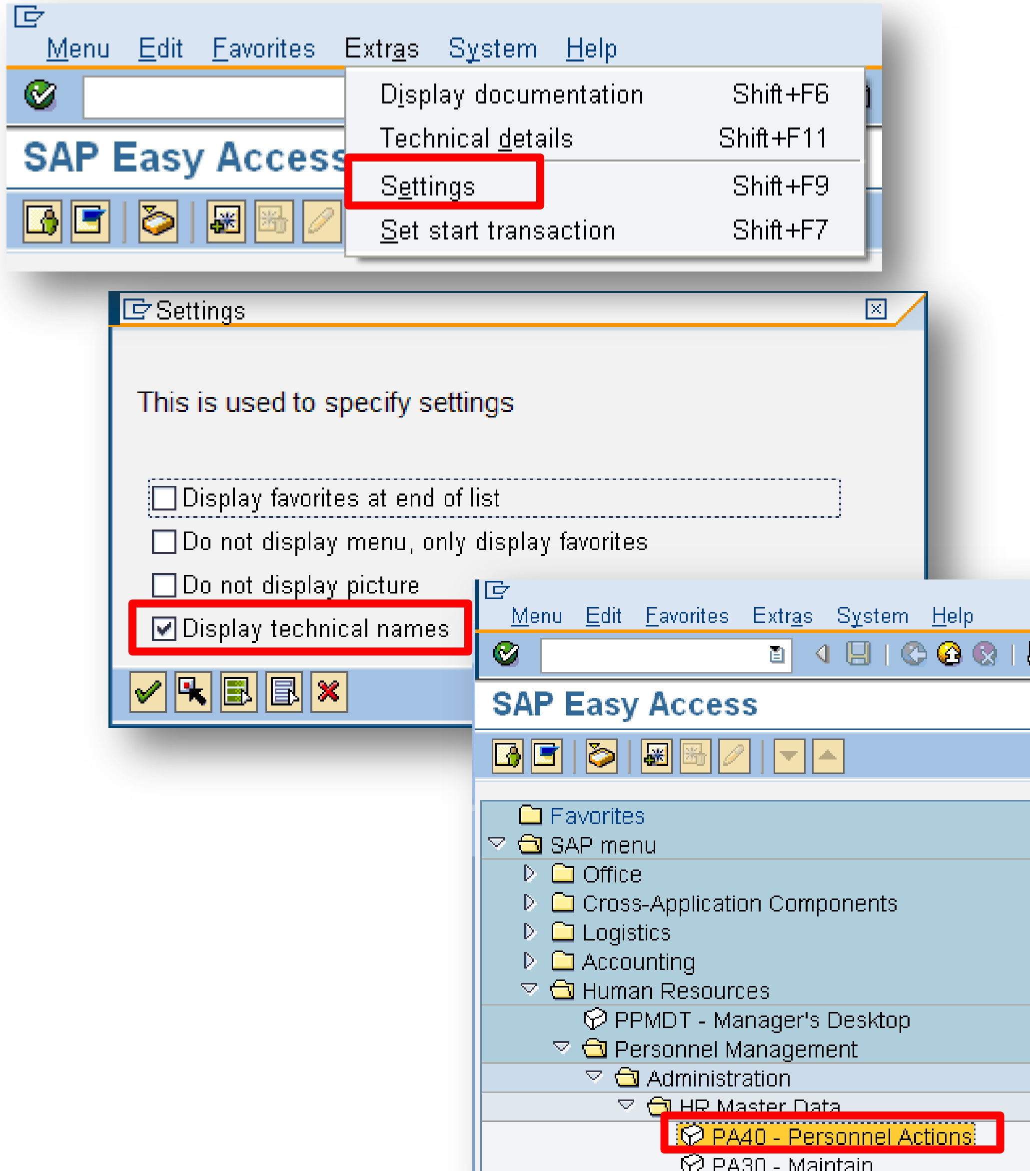
HRMS Activity

Access, Display Report Data

Helpful Hints

Display transaction codes in HRMS Menu

1. On the *SAP Easy* Access screen, from the Menu bar, select **Extras** then **Settings**
2. A pop-up box will appear, click the **Display technical names** checkbox
3. Click the **(Enter)** button in bottom left corner of screen



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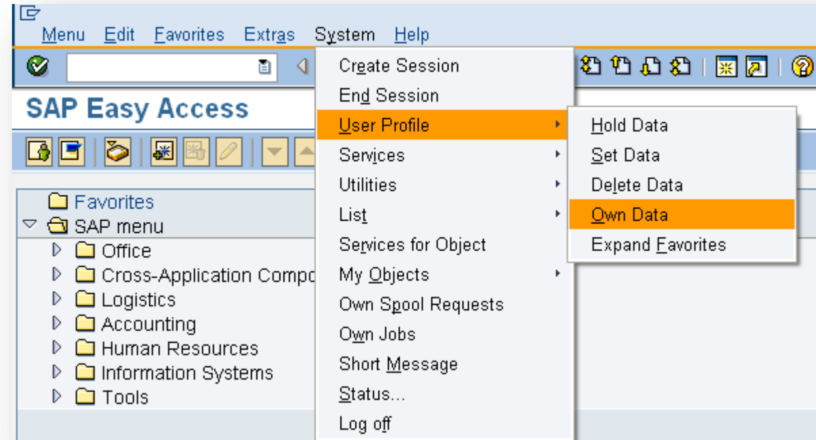
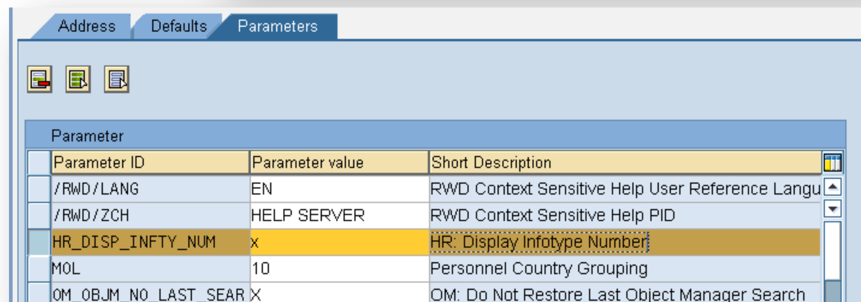
Displaying Infotype Number

1. From the *Menu bar* select **Systems → User Profile → Own Data**



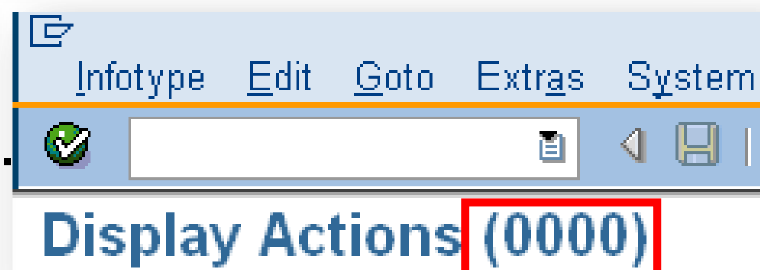
2. Select the *Parameters tab* and from the *Parameter ID column* locate or input the entry: **HR_DISP_INFTY_NUM**



3. In the *Parameter Value column* enter an X

4. Click  (**Save**) to Save

vs.



With<u>out</u> Infotype Number | **With Infotype Number**

State of Washington

Maintain Text in Infotypes

Allows you to create informational notes on infotypes.

The text can be edited and deleted by any user who has create/change access to the infotype.

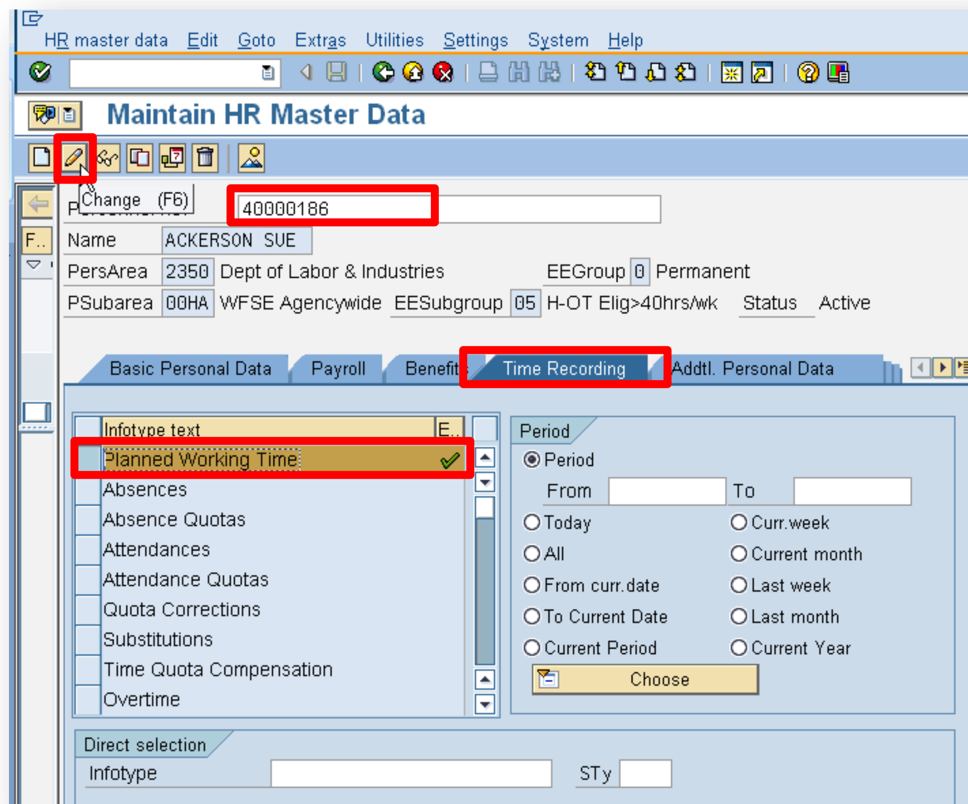
You can only have one message on an infotype, however you may add several comments to that message.

Not all infotypes allow text to be entered.

Below is a partial list of infotypes that allow text:	
▪ Org Assignment (0001)	▪ Planned Working Time (0007)
▪ Basic Pay (0008)	▪ Contract Elements (0016)
▪ Recurring Payments & Deductions (0014)	▪ Additional Payments (0015)
▪ Withholding Info (0210)	▪ Additional Info (0234)
▪ Health Plans (0167)	▪ Savings Plans (0169)
▪ Miscellaneous Plans (0377)	▪ General Benefits (0171)
▪ Date Specifications (0041)	

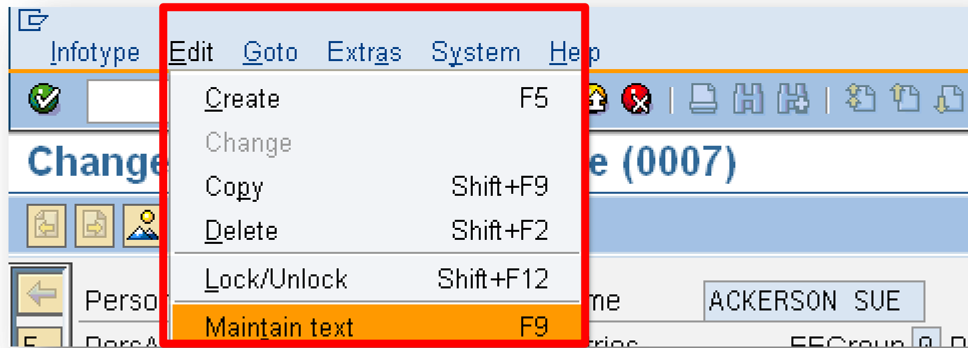
Maintain Text in Infotypes (con't)

1. Enter the Transaction Code **PA30** in the command field
2. Click (**Enter**)
3. Enter the employee's *Personnel no*.
4. Select ***Planned Working Time*** (0007) on the ***Time Recording*** tab
5. Click (**Change**) to change the record

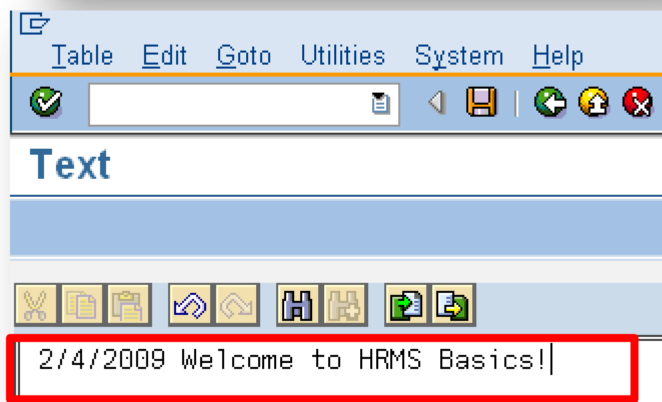


Maintain Text in Infotypes (con't)

6. From the **Menu bar**, click **Edit** and then **Maintain text**

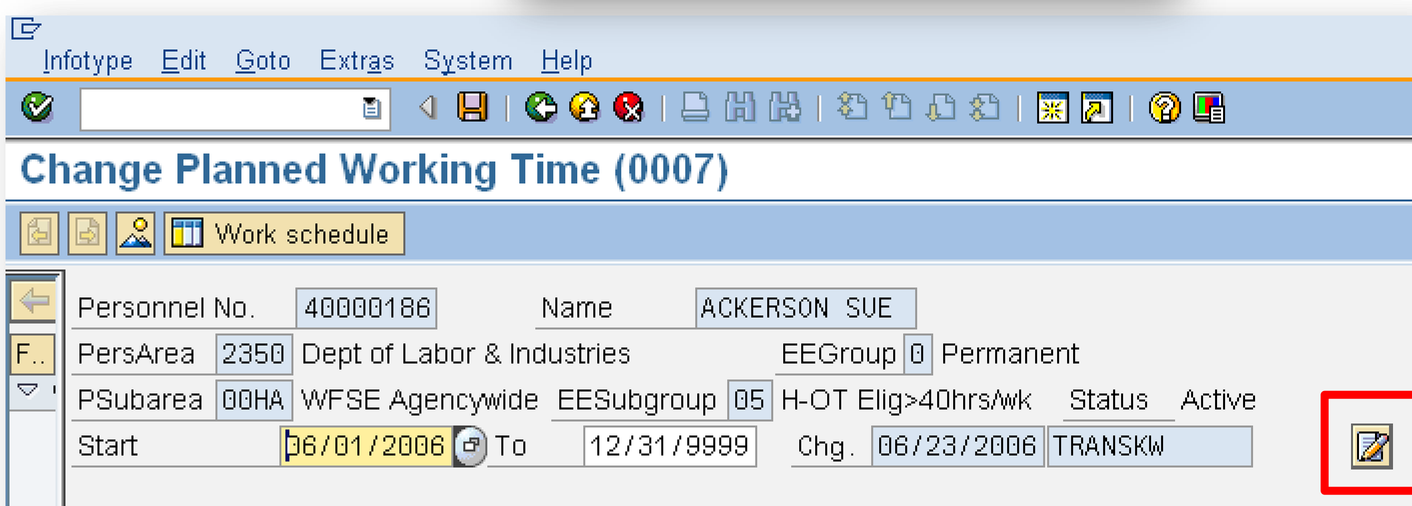


7. Enter noteworthy text



8. Click (**Save**) to save your entry

9. Once saved, the (**maintain text**) icon will be placed on the infotype



HRMS Activity

Maintain Text in Infotypes

HRMS Customization

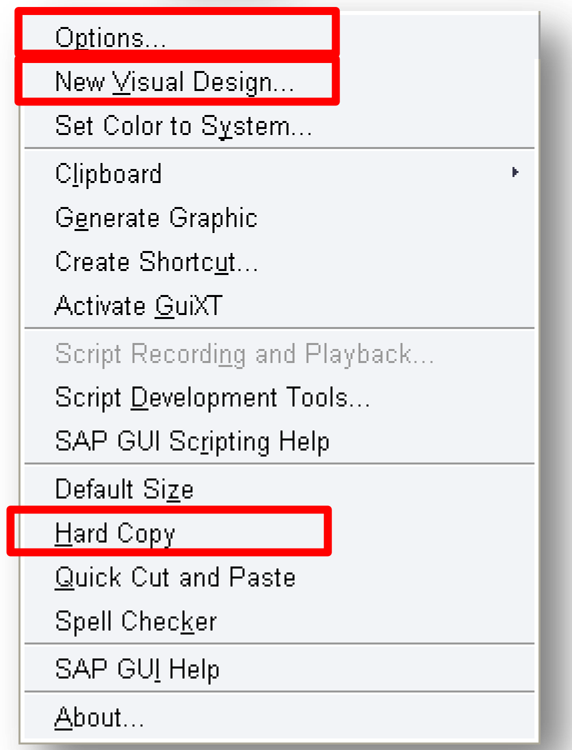
HRMS can be customized to fit the user's business needs.

The **Local Layout** button is located on the Standard Toolbar.

- Customize your screen layout by customizing the appearance of HRMS. (agency policy dictates)
- Print a screenshot of what is currently displayed.
- Change how system messages are displayed.
- Activate the 'Quick Cut and Paste' option.

Local Layout Menu Options

1. Selecting **New Visual Design** customizes the appearance of HRMS:
   - Color scheme
   - Font Size
   - Sound
2. Selecting **Options** changes the display of system messages:
   - Select the *Options* tab (Scroll to the left using the (scroll bar))
   - In the Messages area, choose as desired
   - Click **OK**
3. Select **Hardcopy** to make a screen print

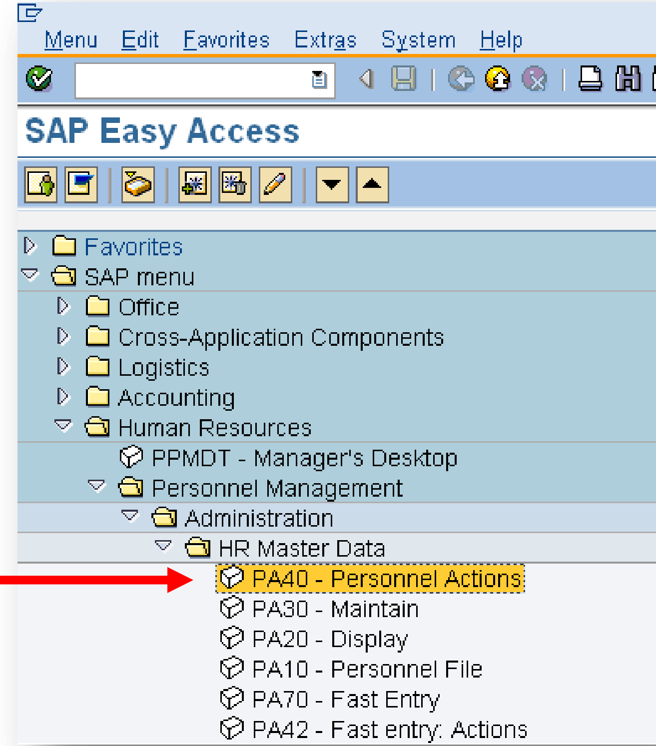


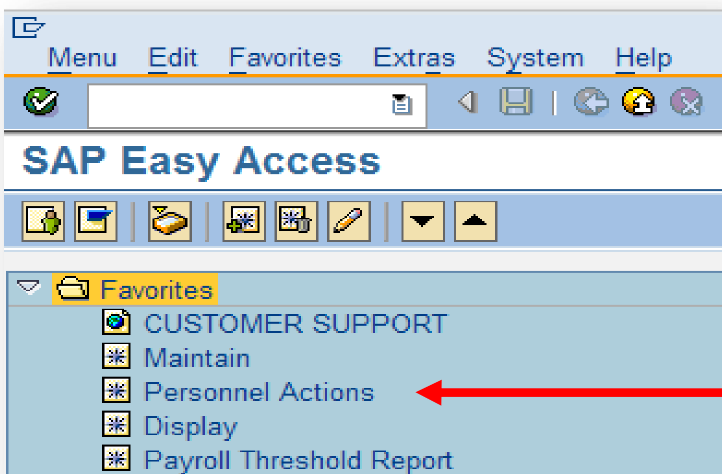
Favorites Menu – Click & Drag

1) Select the desired transaction or infotype you want to add

2) Click and drag the selection to the *Favorites* folder

Note: When using the click and drag method, the menu path will not display in the Favorites – only the transaction code and name.

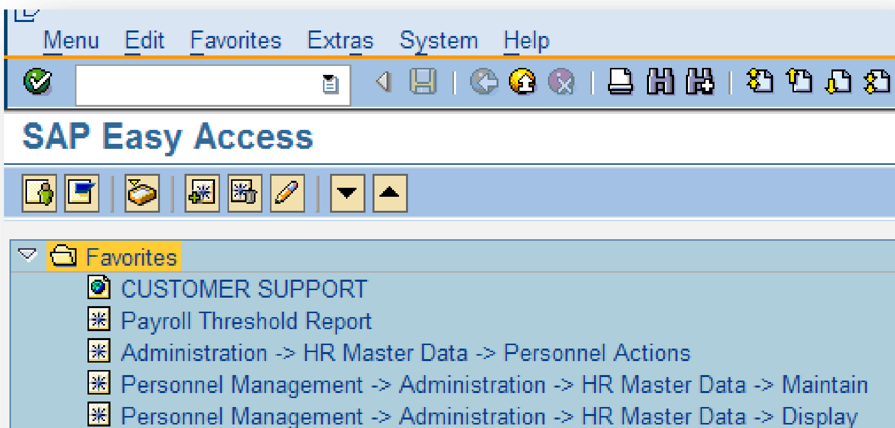


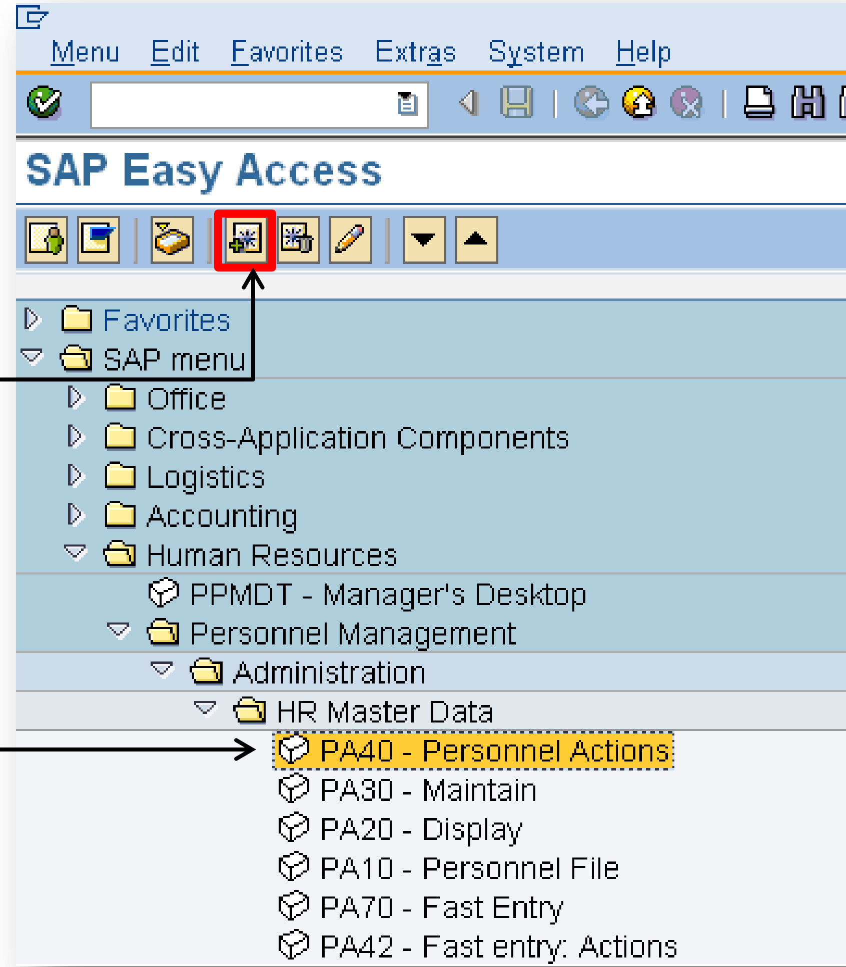


Favorites Menu – Add to Favorites

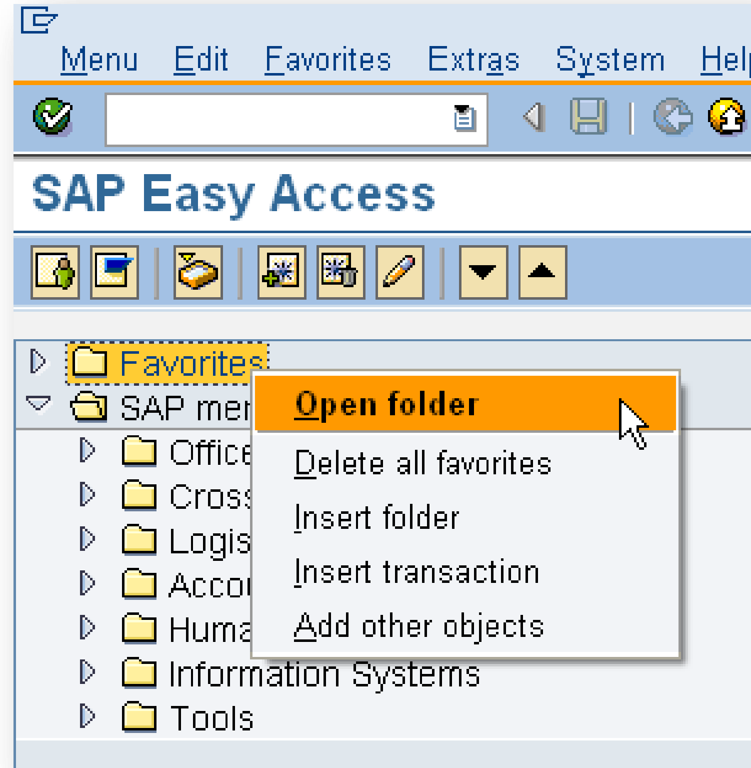
1) Select the desired transaction or infotype you want to add

2) Click on the  **(Add to Favorites)** button





Favorites Menu – Organize



To add Sub-folders:

- Right-click on the Favorites folder and select Insert folder.
- Create a folder name and click **(Continue (Enter)).**

To add Transaction codes:

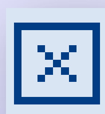
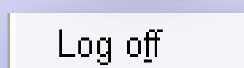
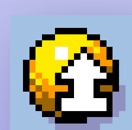
- Right-click on the Favorites folder and select Insert transaction.
- Enter the transaction code and click **(Continue (Enter)).**

To add Websites:

- Right-click on the Favorites folder and select Insert transaction.
- Click **Add other objects** and select **website**.

Log Off Procedures

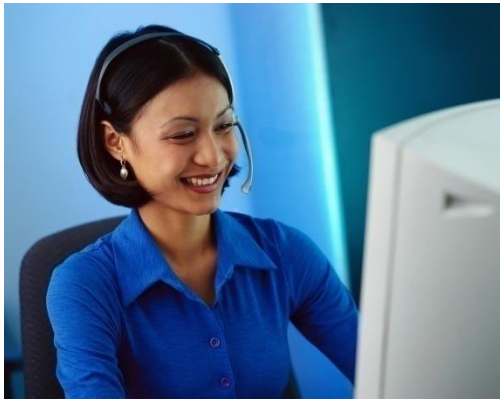
There are three different ways to log off HRMS.

Procedure	View	Description
Click the X button		On the top right corner of the window, click the X button.
Use the Menu bar		From the Menu bar, select System. Scroll down and select Log off. The Menu bar will be demonstrated later.
Use the Exit button		From the SAP Easy Access screen, click the Exit button on the Standard Toolbar. The Standard Toolbar will be discussed later.

Resources

Resources

- ***The following resources are available for your use:***
  - DES Service Center– (360) 664–6400
    - ServiceCenter@dop.wa.gov
  - DES Solutions Center (360) 407.9100
    - Soltuionscenter@des.wa.gov
  - The On-Line Quick Reference
    - http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx



HR State of Washington

HRMS Resources Website

Contact Us About Us Topic Index A-Z Forms Reports & Publications Calendar

HR Washington State Human Resources

GO

Workforce Data & Planning | Compensation & Job Classes | Training | Recruitment | Rules | Diversity | Payroll | Employee Assistance (EAP) | More Services

Home > Payroll > Human Resource Management System > HRMS Support > Resources

Print Friendly

Payroll - HRMS

- HRMS Support
- Payroll Calendars & Schedules
- HRMS-Related Training
- On-Line Quick Reference
- Year End

Resources

This page provides links to documents on a variety of HRMS subjects.

- **Infotypes Index** - A list of infotypes and descriptions.
- Organizational Management Infotype Index- A list of infotype names and numbers.*
- Absence Types Index - Updated 09/28/11
  A list of codes to enter absences in CATS.
- Wage Type Index - Updated 02/26/14 A list of code and account descriptions for entering time and attendance. You'll find a legend in the spreadsheet that describes the information you'll find on the seven worksheets.
- HRMS Work Schedules - Updated 01/01/14 A list of all available Work Schedules within HRMS.
- Overpayment Recovery Wage Types - A list of wage types for recovery of overpayments.
- Statewide Variant List - Updated 09/28/11
  DOP created statewide variants to help users save time and get consistent results when running reports. Specific information has been defined and saved so the same types of data will display each time the variant is used to run a report. Browse this list of all state wide variants, which begin with "SWV" prefix in HRMS. - A list of wage types for recovery of overpayments.
- Effective Dating Infotypes - A color-coded table for effective dating various infotypes upon employee separation or appointment change.
- - Year-To-Date (YTD) Updates - Use this spreadsheet to report and track manual year-to-date adjustments for state and federal reporting.
- Payroll Processing Days 1 - 4 - A checklist of suggested activities during HRMS payroll processing days. - A list of codes to enter absences in CATS.
- HRMS Leave Accrual and Processing - Information on how leave is processed in HRMS, when leave accrues, and when it appears on the employee Earnings & Deduction Statement.
- HRMS Accrual Gerneration (time evaluation) -- Procedure to identify and correct Time Evaluation errors after the payroll process.
- BI (Business Intelligence) Data Crosswalks - Reference materials for the BI reporting application, including crosswalks by InfoProvider that show data fields mapped to source application (object description, technical name, source system/infotype, etc.)

Contact Us

360-664-6400 or E-Mail

Question and Answer

State of Washington